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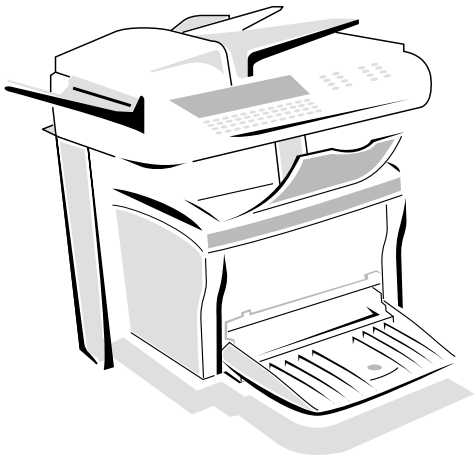
TELECOM

SAGEM
MF - F@x™ 3620 / 3610



User's manual

SAGEM

Date en cours : 22 mai 2001
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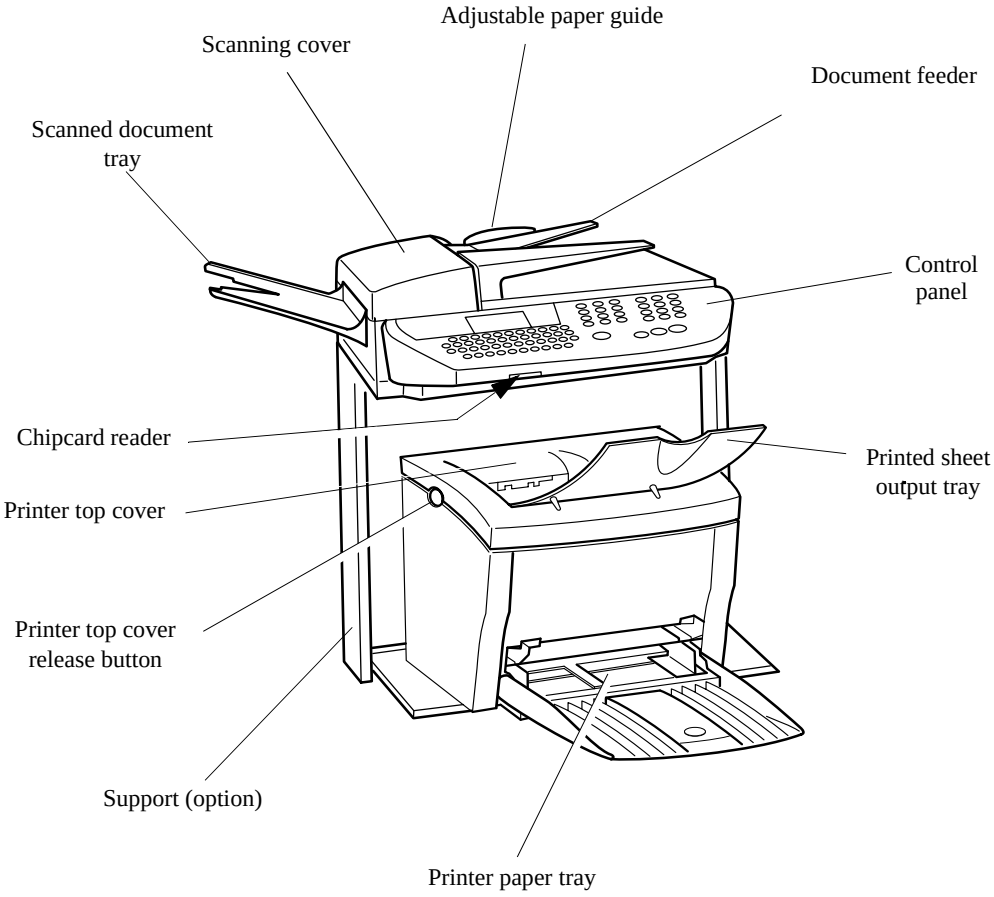
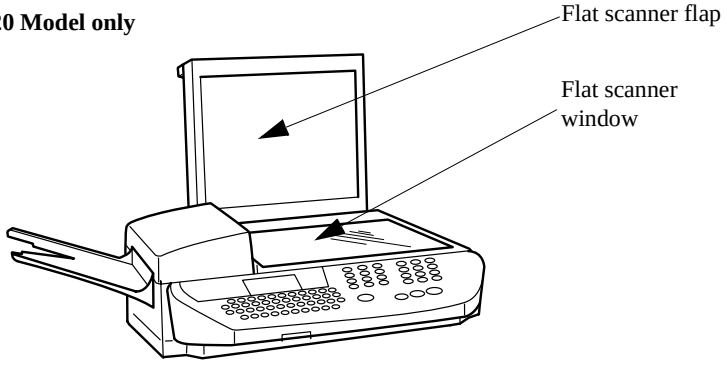
Machine overview

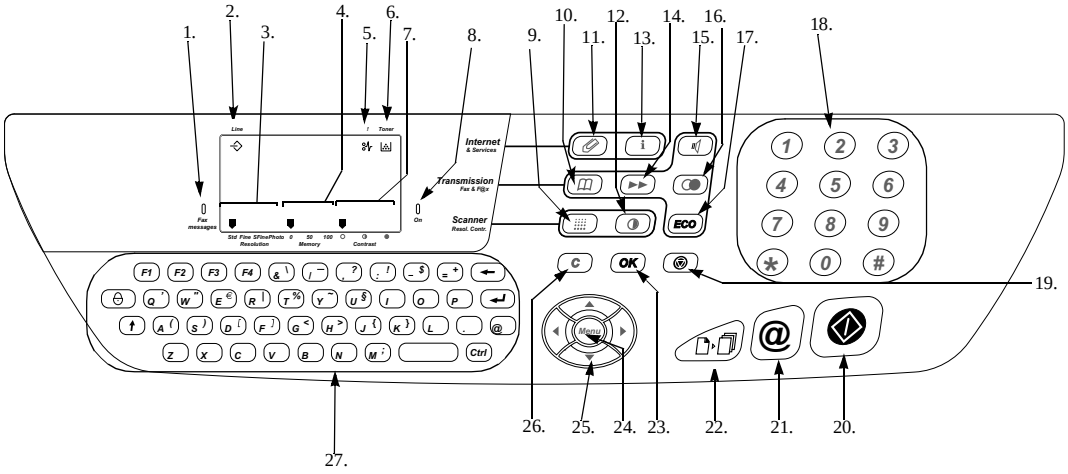


3620 Model only



Control panel

1. "Fax Messages" indicator:
   On: the fax machine is set to fax-TAD mode
   Blinking: message received in fax-TAD mode
2. "Line" ◇ icon:
   On: communication in progress
   Blinking: communication being established
3. Scanning resolution for fax transmission (Std, Fine, SFine, Photo)
4. Memory capacity (0 to 100%)
5. Printer "paper jam" icon
6. spare "Toner" icon:
   On: No toner left
   Blinking: toner near end
7. Contrast indicator
8. "On" indicator:
   Green: machine turned on
   Red: problems
9. key: transmission scanning resolution
10. key: access to directory and quick-dial numbers
11. key: attachment to a mail entered at the keyboard.
12. key: contrast setting
13. **i** key: print functions list
14. key: broadcast fax
15. key: Manual line taking
16. key: Redial
17. ECO key: low rate transmission
18. Numerical keypad
19. key: stop current operation
20. ◇ key: fax transmission or black & white local copy
21. @ key: Internet fax transmission
22. key: photocopy
23. OK key: confirm displayed selection
24. MENU key: access to functions
25. Navigation keys
26. C key: return to previous menu and correct data entry
27. Alphabetic keypad



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7 SAFETY

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This unit has been designed in accordande with European standards I-CTR37 and CTR21, it is designed for connection to the Public Switched Telephone Network (PSTN). In case of any problems, first contact your Supplier.

The mark **CE** attests that the products comply with the essential requirements of Directive R&TTE 1999/5/EC, for user safety, in accordance with Directives 73/23/EC for electromagnetic interference, in accordance with Directive 89/336/EC.

And that it makes efficient use of the radio spectrum allocated to terrestrial communications.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

Date en cours : 23 mai 2001

WELCOME

Thank you for purchasing this new generation communication terminal. Both a laser fax machine and a terminal with access to the Internet, your machine is the answer to all your most demanding professional needs.

This User's Manual presents the two models in the range:

Model	Equipment
3620	• 1 sheet-feed scanner (CIS type). • 1 flat-bed scanner (CCD type).
3610	• 1 sheet-feed scanner (CIS type).

It combines power, user-friendliness and simplicity thanks to its navigator, its multitask access and direct access directory.

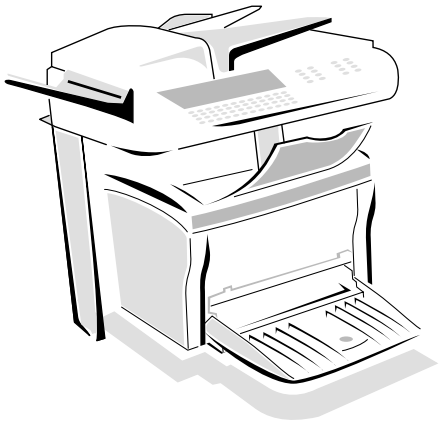
The laser printer lets you print all received documents.

Its two scanners (sheet-feed and flat-bed[1]), let you send a document and use your machine as a true black & white.

The flat-bed scanner lets you send portions of bound documents with a better resolution.

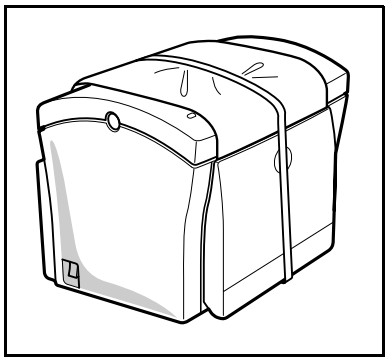
1. On model 3620 only

1 INSTALLATION

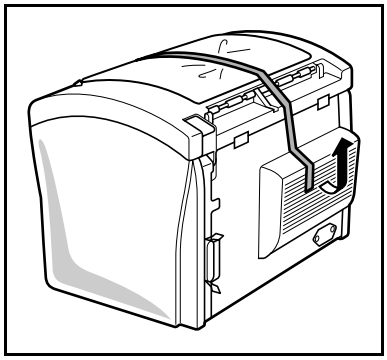


PRINTER

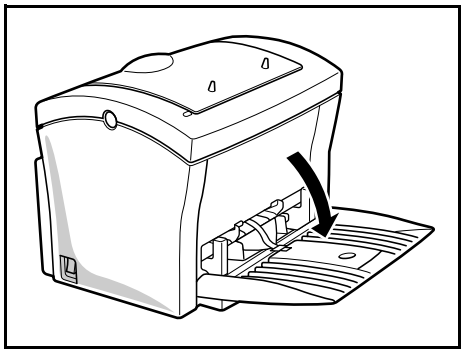
UNPACKING THE PRINTER



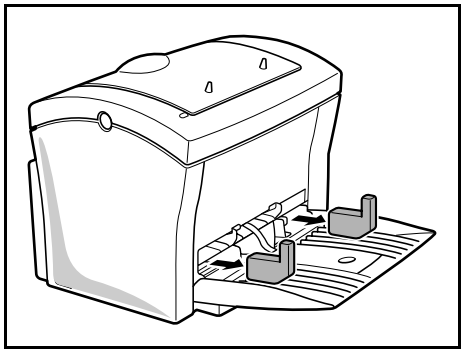
☞ Remove the plastic bag and peel off the shipping tape from the back of the printer.



☞ Pull the Tray 1 from the printer with both hands and lie it down flat.



☞ Pull out the two cushions from the paper feed inlet.



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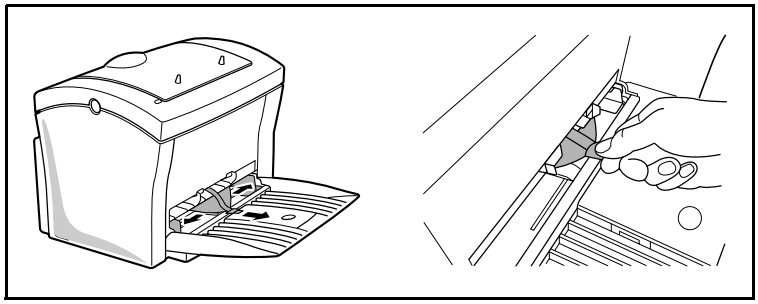
☞ Squeeze the right paper size guide and open the paper size guides. Pull out the plastic-lead strip from the paper feed inlet.



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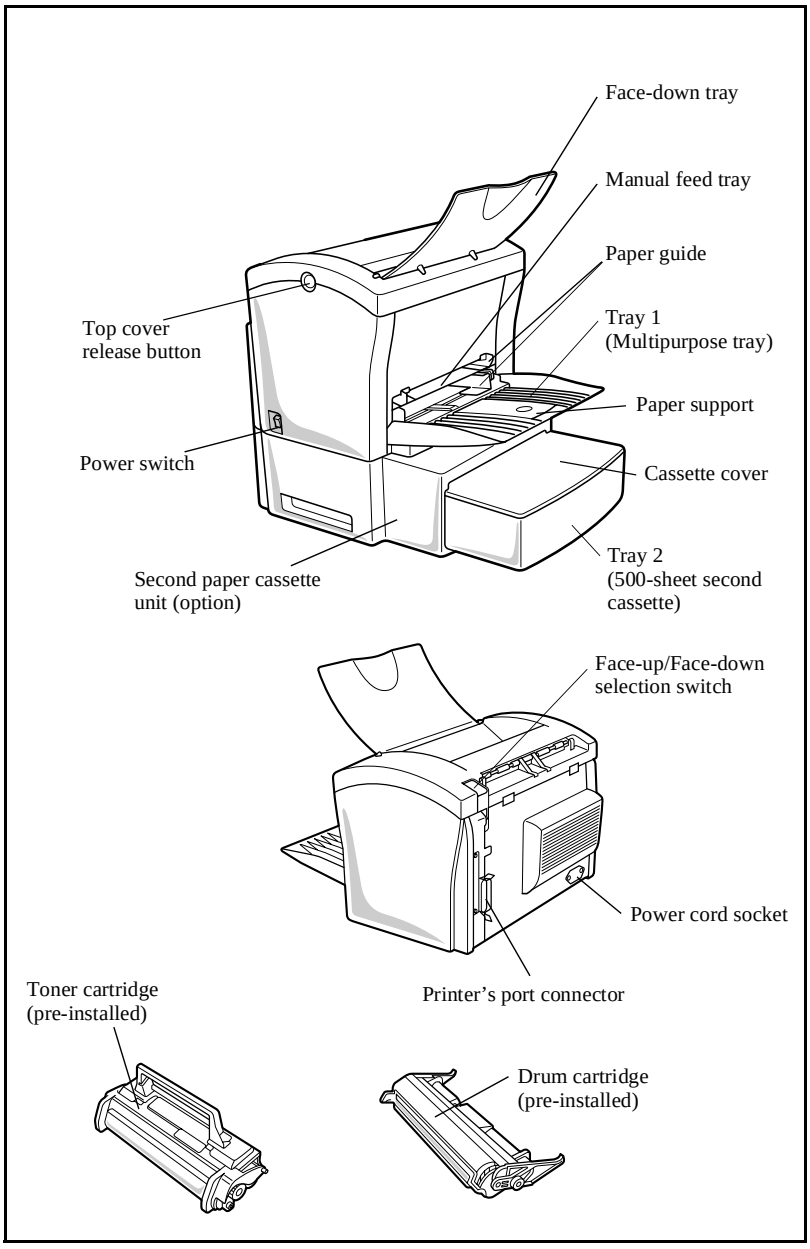
DESCRIPTION



INSTALLING YOUR TERMINAL

Installation requirements

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- Choose a location that is well-ventilated.
- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The power outlet you plan to connect to for power should be nearby and unobstructed.
- Make sure that the printer is not exposed to direct sunlight.
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators, and areas subjected to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- Keep the printer away from any objects that might block its heat vents.
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational Precautions

Note the following important precautions whenever using the printer.

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature:
  10°C to 35°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity:
  15% to 85% with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the printer.

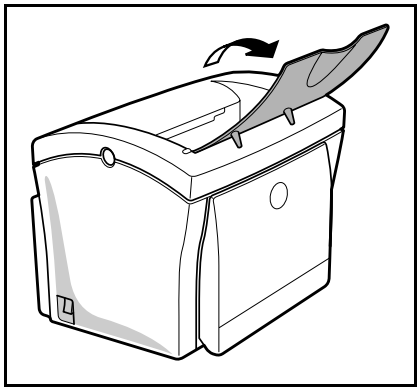
- Never turn the printer off or open any of its covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the printer.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the printer. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the printer for a long time.

- Never try to remove any secured panel or cover. The interior of the printer contains high-voltage circuitry which creates the danger of electrical shock when exposed.
- Never try to modify the printer. Doing so creates the danger of fire or electrical shock.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the printer is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the printer's mechanism. Any of these conditions create the danger of malfunction and fire.
- Always take care so that paper clips, staples, or other small pieces of metal do not get into the printer through its vents or other openings. Such objects create the danger of fire or electrical shock.
- Do not allow water or other liquids to spill on or near the printer. Fire or electrical shock can occur should water or liquid come into contact with the printer.
- Should liquid or any piece of metal accidently get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the printer emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.

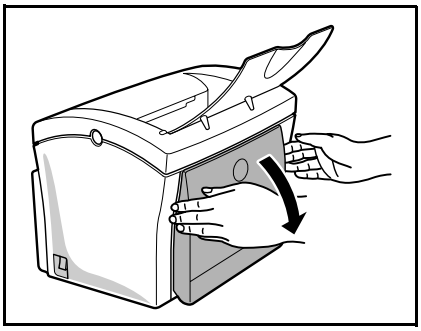
Caution - Be sure to locate the printer in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this printer. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For comfortable, healthy, and safe operation, be sure to locate the printer in a well-ventilated area.

Loading paper

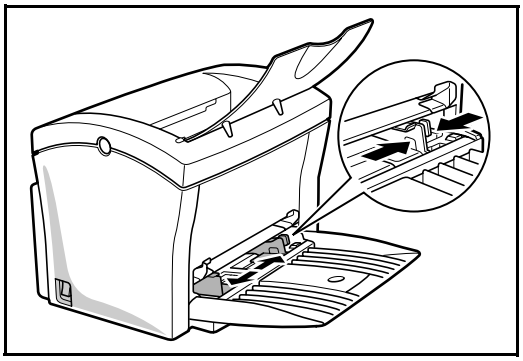
☞ Open the face-down tray.



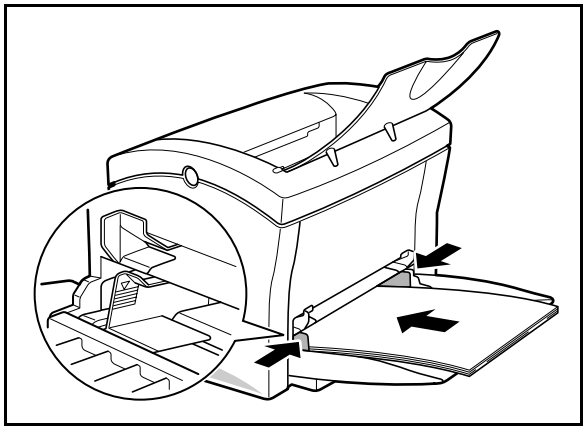
☞ Pull tray 1 from the printer with both hands and lie it down flat.



☞ Squeeze the right paper guide and open the paper guides.



☞ Place a stack of paper in the center of tray 1. Squeeze the right paper guide and adjust the paper guides so that both the left and right sides of the paper stack are secure.



INSTALLING OPTIONS

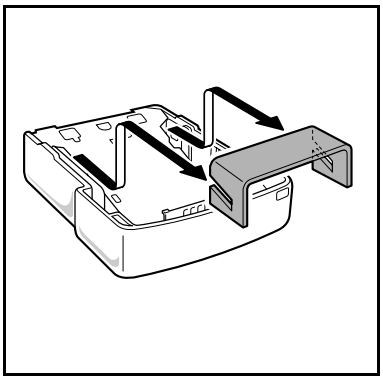
This section describes the optional items that are available for the printer.

Second paper cassette unit

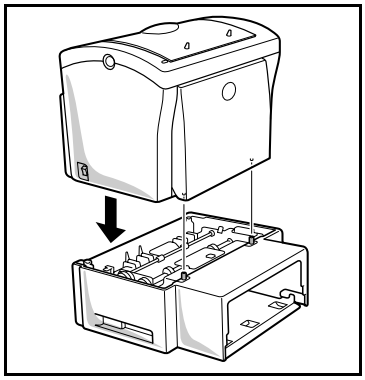
The second paper cassette unit comes equipped with a cassette that can hold up to 500 sheets of A4 size paper called tray 2.

Installing the second paper cassette unit

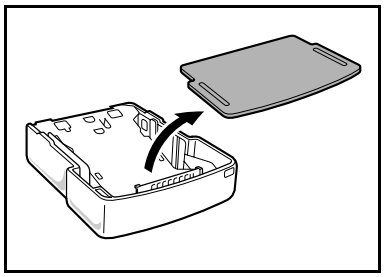
Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.



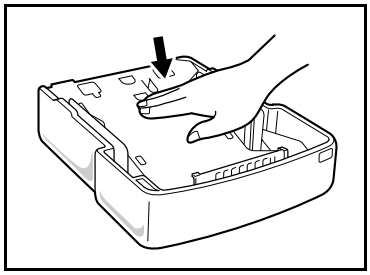
Place the printer on top of the base unit. Make sure to align the coupling pins of the base unit with the holes located underneath the printer.



Remove the cover from tray 2.

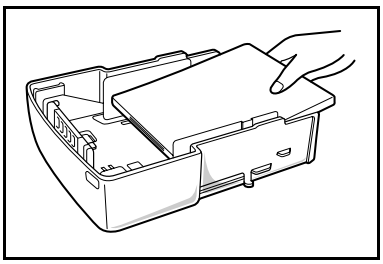


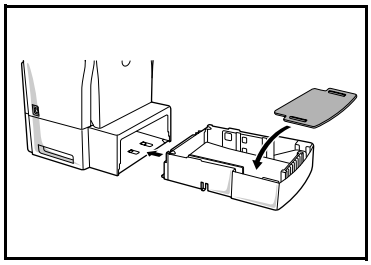
Press down on the paper lifting plate located inside of tray 2 until it locks.



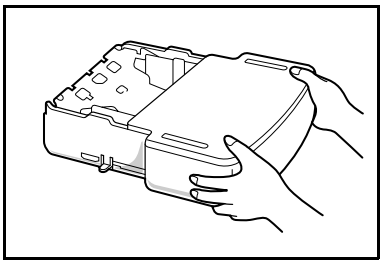
Place a stack of up to 500 sheets of paper into tray 2 so that the side that was facing up when the paper was unwrapped is still facing up.

Replace the cassette cover and insert tray 2 into the second paper cassette unit.

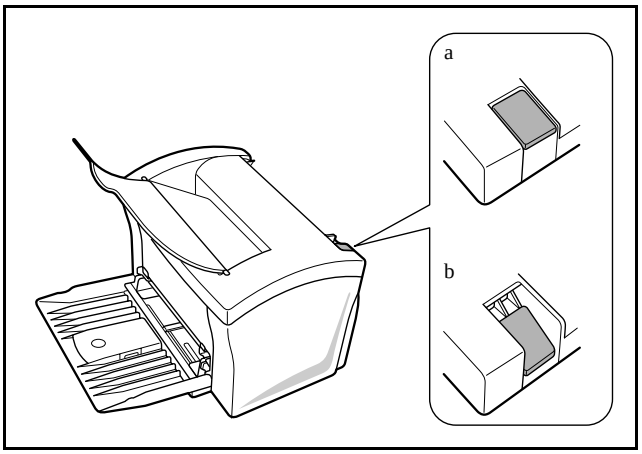




Remark **:** Be sure to use both hands whenever tray 2 is removed from or inserted into the second paper cassette unit.



☞ Set the selector to position a.



☞ Be sure the selector is always set to position a.

SCANNER

UNPACKING THE SCANNER

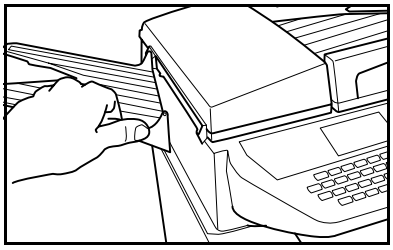
Check the presence of the following items:

- Scanner
- Outlet tray for out going document
- Mainpower cord
- Printer connection cord
- Printer main power connection cord
- Telephone line cord
- Starting gauge card (chipcard)

SCANNER INSTALLATION

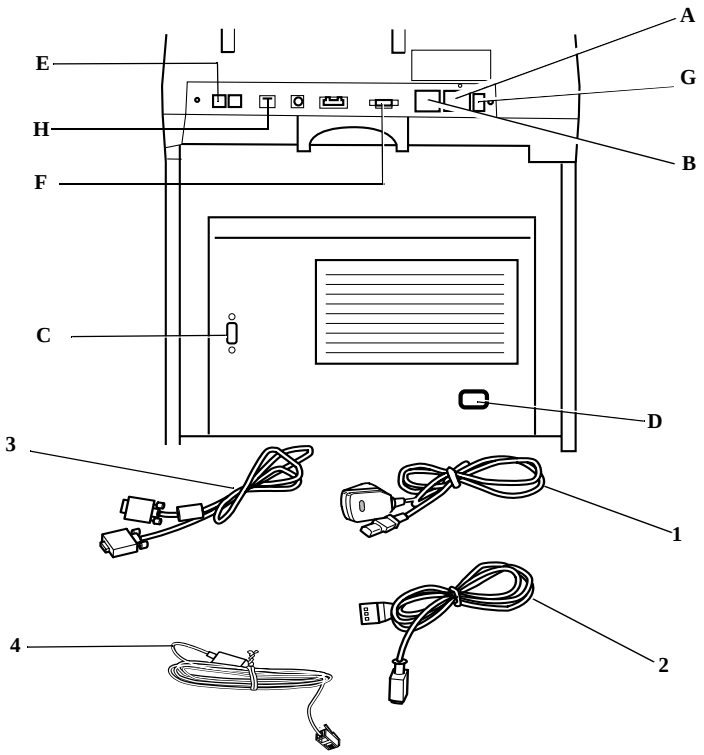
Setting the detachable items

Installation of the outlet tray for outgoing document



☞ Set the outlet tray on the left-hand side of the fax machine by engaging the two pins in their respective holes.

CONNECTIONS

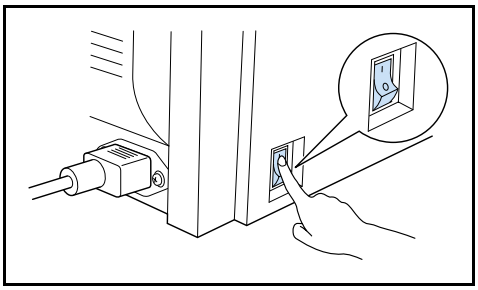


PRINTER CONNECTION

☞ Plug end of the connection cord (3) into the jack of the fax machine (F) and the other end into the printer's jack (C).

☞ Plug end of the main power cord (2) into its jack on the fax machine (A) and the other end into the printer's jack (D).

.



☞ Make sure that the power switch is in the I (On) position.

Caution - Plug only the power pack supplied with your machine into the port (A) by means of the main power cord (2).

TELEPHONE AND LAN CONNECTION

☞ Plug end of the telephone line (4) into its jack on the fax machine (E), and the other end into the wall telephone socket.

☞ Plug end of the LAN cord (as provided by your network administrator) into port (H) of your fax machine and the other end into your local network port dedicated to your fax machine.

POWER LINE CONNECTION AND SWITCH ON

Caution - Refer to safety procedures in the **Safety** Chapter.

☞ Plug end of the main power cord (1) into the jack of the fax (B), and the other end in the wall outlet

☞ Set the switch (G) (depending on model) to position 1 (On).

After a few seconds, when the printer has warmed up, the date and time will appear.

UPDATING THE CONSUMABLES

A chip card is delivered with the consumables. This card initializes the system which enables you to know at any time the toner cartridges consumption level.

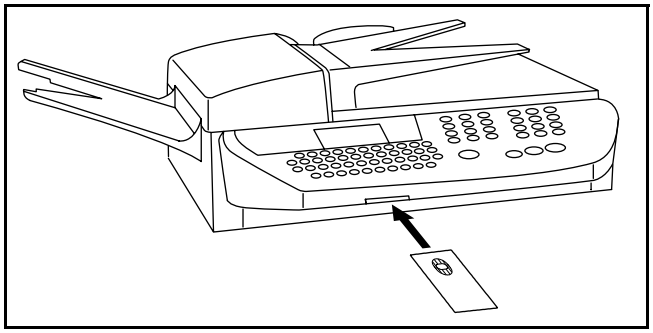
After installing all the consumables in the printer, you need to inform the machine about their features.

For this purpose, you must read the chip card provided with the machine, before using it.

The screen indicates:

```
INITIALIZATION
INSERT GAUGE CARD
```

☞ Insert the chip card (or gauge card) in the card reader as showen below:



☞ The following indications appear on the screen of the scanner unit:

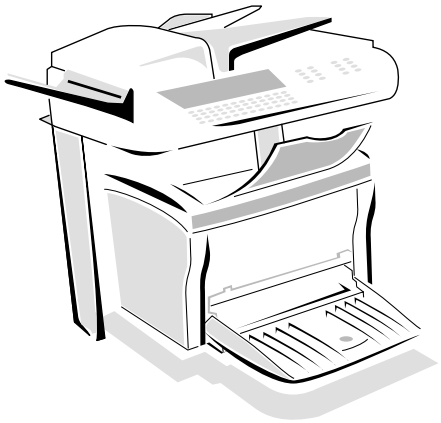
```
INITIALIZATION
OF CONSUMABLES ?
CONFIRM = OK
CANCEL = C
```

☞ As soon as the reading operation is over, remove the card:

```
INITIALIZATION
OF CONSUMABLES
RECORDED
REMOVE CARD
```

☞ The operation is over, the card is no more necessary.

2 QUICK USAGE



NAVIGATION METHODS

PRESENTATION

The navigator gives you access to the menus visible on screen.

The navigator

This navigator has 5 keys and allows you to move around within the menus of your machine.

Moving within the menus

To	Use key	Symbol
Enter the main menu.		MENU

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To	Use key	Symbol
Select the next line in the menu.		▼
Select the previous line in the menu.		▲
Go to the following menu.		OK
Return to the previous menu.		C
Confirm and exit from the current menu.		◇
Exit without confirming from the current menu.		▽

Moving within a data entry field

To	Use key	Symbol
Moving left or right.		◀ ▶
Confirm your entry.		OK
Delete a character by moving the cursor to the left		←
Delete a character on the left of the cursor without moving the cursor.		C
Confirm your entry and return to the initial screen.		◇

The display screen

The screen has 4 lines of 20 characters.

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The cursor ▶ shows the line you selected.

```
F···· FUNCTION
1 ▶  DIRECTORY
2    SETUP
3    SEND
```

For menus with more than three choices, use the arrows ▲ or ▼ of the navigator to obtain the next (hidden) lines of the menu (4, 5, 6 etc.).

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- **Step by step function access**.
- **Direct function access**,

Step by step function access

You may print the function list (key **i**) to know the number of a function.

The following example describes how to enter your name so that it prints out as a header on your fax (name of this function ***SETUP / YOUR NAME***).

☞ Press the MENU key, the functions list appears, move the cursor ▶, with the ▲ or ▼ navigator arrows to place it in front of the line desired..

```
F···· FUNCTION
1    DIRECTORY
2 ▶  SETUP
3    SEND
```

☞ Validate your choice by pressing OK.

☞ In the selected menu, move the cursor ▶ , with the ▲ or ▼ arrows to place it in front of the sub-function desired.

```
F2····SETUP
1    DATE TIME
2    YOUR NUMBER
3 ▶  YOUR NAME
```

☞ Validate your choice by pressing OK.

Direct access by number

You may print the functions list (key **i**) to know the number of a function.

From the stand-by mode:

☞ Press the MENU key, and enter the numbers of the required functions one after another.

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FUNCTIONS LIST

MAIN MENU 1 : DIRECTORY

Functions	Function Description	Page
MENU : 11 - ADD NAME	Phone number directory fill in	p. 4/2
MENU : 12 - ADD LIST	Enter the broadcasting list	p. 4/3
MENU : 13 - SEE OR MODIFY	Name modification in the directory	p. 4/3
MENU : 14 - CANCEL	Name delection in the directory	p. 4/4
MENU : 15 - PRINT	Directory printing	p. 4/5
MENU : 16 - SAVE/LOAD	Store the directory on a chip card	p. 4/1
161 *SAVE*	Save the directory on a chip card	p. 4/1
162 *LOAD*	Load the directory from a chip card	p. 4/1
MENU : 17 - IMPORT	Enable/disable e-mail import	p. 4/6
MENU : 18 - EXPORT	Export directory e-mail	p. 4/7

MAIN MENU 2 : SETUP

Functions	Function Description	Page
MENU : 21 - DATE TIME	Date / time setting	p. 3/1
MENU : 22 - YOUR NUMBER	Telephone or fax number	p. 3/1
MENU : 23 - YOUR NAME	User name	p. 3/2
MENU : 24 - SEND	Send	
241 *SEND REPORT*	Sending report printing type (see ***MENU 371***)	
242 *MEMORY SEND.*	Sending from scanner or memory (see ***MENU 372***)	
243 *ECO PERIOD*	Setting economy period nbr (see ***MENU 373***)	
MENU : 25 - RECEPTION	Reception	
253 *REC. WITHOUT PAPER*	Acceptance of reception without paper	p. 3/6
254 *NBR OF COPIES*	Nb of copies for received documents	p. 3/6
255 *FAX TAD*	Fax answering activation	p. 3/5
256 *ANSWER CODE*	Remote control enquiry code selection	p. 3/5
257 *PC RECEPTION*	Choice for PC reception (a)	p. 3/7
MENU : 26 - NETWORKS	Network	
261 *TEL. NETWORK*		p. 3/2
2611 *NETWORK TYPE*	Network type selection (**PABX OR PSTN**)	p. 3/2
262 *LOCAL NETWORK*	(a.)	
2621 *CONFIGURATION*	Configuration mode selection(a.)	p. 3/10
2622 *IP ADDRESS*	IP address of the terminal (a.)	p. 3/10
2623 *SUBNET MASK*	Sub-network mask (a.)	p. 3/10
2624 *GATEWAY*	Gateway address (a.)	p. 3/10
2625 *IEEE ADDRESS*	IEEE address of the terminal (a.)	p. 3/10
2626 *NETBIOS NAME 1*	Netbios Name 1	p. 3/10
2627 *NETBIOS NAME 2*	Netbios Name 2	p. 3/10
MENU : 28 - PRINT	Print settings list (see ***MENU 54***)	
MENU : 29 - TECHNICAL	Technical parameters	p. 3/7

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MAIN MENU 2 : SETUP

Functions	Function Description	Page
MENU : 20 - GEOGRAPHIC	Geographical settings [a.]	
201 *COUNTRY*	The country you select will set the network language and corresponding keyboard [a.]	p. 3/2
202 *NETWORK*	Sets the network individually [a.]	p. 3/2
203 *LANGUAGE*	Sets the language individually [a.]	p. 3/3

a. Depending on model.

MAIN MENU 3 : SEND

Functions	Function Description	Page
MENU : 31 - TRANSMISSION	Delayed transmission and broadcasting	p. 5/5
MENU : 32 - POLLING RX	Polling a document	p. 5/16
MENU : 33 - POLLING TX	Inserting a document to be polled	p. 5/15
MENU : 34 - MBX SENDING	Sending to a MBX	p. 5/20
MENU : 35 - MBX POLLING	Polling of a MBX	p. 5/20
MENU : 36 - BROADCAST	Sending of broadcasting	p. 3/6
MENU : 37 - SETUP	see ***MENU 24***	
371 *SEND REPORT*	Sending report printing type	p. 3/4
372 *MEMORY SEND.*	Sending from feeder or memory	p. 3/4
373 *ECO PERIOD*	Setting economy period nbr	p. 3/4

MAIN MENU 4 : FAX TAD

Functions	Function Description	Page
MENU : 41 - PRINT	Print the received messages	p. 3/5
MENU : 42 - ACTIVATION	Fax tad activation	p. 3/5
MENU : 43 - ANSWER CODE	Remote access code selection	p. 3/5

MAIN MENU 5 : PRINT

Functions	Function Description	Page
MENU : 51 - FUNCTIONS LIST	Functions list printing	p. 5/14
MENU : 52 - LOGS	Tx and Rx logs printing	p. 5/13
MENU : 53 - DIRECTORY	Print the directory	p. 4/5
MENU : 54 - SETUP	User parameters printing	p. 5/14
MENU : 55 - COMMANDS	Printing of the command list (see ***MENU 65***)	
MENU : 56 - MBX	Print list of MBX (see ***MENU 75***)	

MAIN MENU 6 : COMMANDS

Functions	Function Description	Page
MENU : 61 - PERFORM	Perform a command on hold	p. 5/8
MENU : 62 - SEE OR MODIFY	Update of a command on hold	p. 5/8

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MAIN MENU 6 : COMMANDS

Functions	Function Description	Page
MENU : 63 - CANCEL	Delete a command on hold	p. 5/8
MENU : 64 - PRINT	Printing of a document in wait queue	p. 5/8
MENU : 65 - PRINT LIST	Printing of the command list	p. 5/8

MAIN MENU 7 : MAILBOXES.

Functions	Function Description	Page
MENU : 71 - INITIALISE	Creating and modification of a MBX	p. 5/18
MENU : 72 - POLLING TX	Storing a document in a Mailbox	p. 5/19
MENU : 73 - PRINT	Print content of a Mailbox	p. 5/19
MENU : 74 - CANCEL	Suppress an empty mailbox	p. 5/19
MENU : 75 - PRINT LIST	Print list of MBX	p. 5/19

MAIN MENU 8 : ADVANCED FUNCTIONS

Functions	Function Description	Page
MENU : 80 - CALIBRATION	Scanner calibration	
MENU : 82 - LOCK	Interlocking activation	
821 *LOCKING CODE*	Entering interlock code	p. 5/17
822 *LOCK KEYBOARD*	Keypad interlocking activation	p. 5/17
823 *LOCK NUMBER*	Number interlocking activation	p. 5/17
MENU : 83 - PREFIX	Dialing prefix activation	
831 *NUMBER SIZE*	Min. size number to be send with prefix	p. 3/3
832 *PREFIX SETTING*	Entry of dialing prefix value	p. 3/3
MENU : 84 - COUNTERS	Seeing activity counters	
841 *PRINTED PAGES*	Printed apges counter	p. 5/15
842 *LOCAL COPIES*	Local copies counter	p. 5/15
843 *SENT PAGES*	Sent pages counter	p. 5/15
844 *RECEIVED PAGES*	Received pages counter	p. 5/15
MENU : 87 - SCAN. AND PRINT.	Scanner(s) and printer setting	p. 5/11
MENU : 871 - CIS SCANNER	Sheet-feed scanner settings (CIS) (On model 3620 only)	
MENU : 872 - CCD SCANNER	Flat-bed scanner settings (CCD)	
MENU : 873 - PRINTER	Printer settings	
MENU : 88 - CONSUMABLES	Consumables status	p. 6/1

MAIN MENU 9 : INTERNET

Functions	Function Description	Page
MENU : 91 - PROVIDER	Select internet Service Provider	p. 3/12
MENU : 92 - INIT		
921 *CONNECTION*	Setting of internet service provider	p. 3/12
922 *MESS. SERVICE*	Setting the E_mail address	p. 3/12
923 *SERVERS*	Setting the SMTP, POP3 and DNS	p. 3/12
MENU : 93 - IMMED. ACCESS	Immediate access to supplier	p. 3/15
MENU : 94 - SETTINGS	Internet settings	

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MAIN MENU 9 : INTERNET

Functions		Function Description	Page
941	*CONNECT. TYPE*	Select type of connection	p. 3/13
942	*TX TYPE*	Select type of transmission	p. 3/13
943	*SET TIMES*	Change connection times	p. 3/13 or p. 3/13
or			
	PERIOD		
944	*DEPOSIT NOTICE*	Printing of deposit notice	p. 3/4
945	*PRINT*	Print Internet parameters	p. 3/14
MENU : 95	- SEND E-MAIL	Sending E-Mail	p. 5/6
MENU : 96	- SORT MESSAGES	Choose reception type	p. 3/14
MENU : 99	- SUBSCRIPTION	Internet subscription (depending on model)	p. 3/11
991	*REGISTERING*	Send the Internet registration form	p. 3/11
992	*NEW E-MAIL ADDR.*	Enter the E-Mail address	p. 3/11

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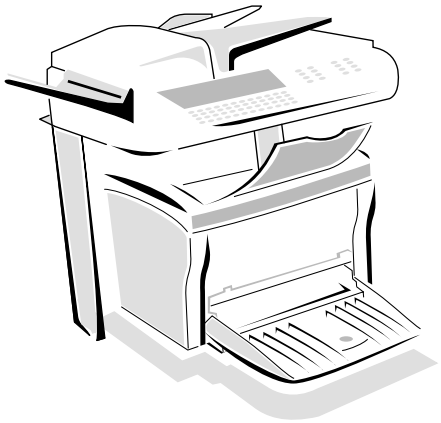
3 SETTINGS



MAIN SETTINGS

To obtain quality transmissions (in-going and outgoing), it is recommended to properly set your machine.

BEFORE TRANSMISSION

Date/Time

At any moment you may change the date and time of your fax machine.

To change the date and time:

MENU : *21 - SETUP / DATE TIME*

☞ Enter one after another the numbers of the required time and date,
(for example for november 8 2000 at 9h33, press 0,8,1,1,0,0,0,9,3,3) then validate by pressing key OK.

Your fax number

Your fax offers to print out your fax number on every document it transmits if you saved this number and if the machine is set with **SENDING HEADER** (refer to paragraph **Technical parameters**, page 3/7).

To save your fax number:

MENU : *22 - SETUP / YOUR NUMBER*

☞ Enter your fax number (20 digits max.) and validate by pressing key OK.

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Name

Your fax offers to print out your name on every document it transmits if you saved your name and if the machine is set with **SENDING HEADER** (refer to paragraph **Technical parameters**, page 3/7).

To save your name:

MENU : 23 - SETUP / YOUR NAME

☞ Enter your name (20 characters max) then validate with the key OK.

Type of network

You may connect your fax to either a PSTN or private network like auto switch exchange PABX. You must define for example the network the most convenient.

To select the type of network:

MENU : 2611 - SETUP / NETWORKS / TEL. NETWORK / NETWORK TYPE

☞ Select option **PABX** or **PSTN** then validate your choice with OK.

Geographical settings (depending on model)

These settings will enable you to use your terminal in different preset countries and in different languages.

Country

By choosing a country, you initialise:

- the settings for its public telephone network
- its default language
- its default type of keyboard.

To select the country:

MENU : 201 - SETUP / GEOGRAPHIC / COUNTRY

☞ Select the required option and press the OK key to confirm.

Network

This setting enables you to individually set the type of public telephone network so that your terminal can communicate over the public network of the country you have chosen in compliance with the applicable standards.

Remark **:** This setting is different from the **NETWORK TYPE** setting (p. 3/2), which allows choosing between public and private network.

To select the network:

MENU : 202 - SETUP / GEOGRAPHIC / NETWORK

☞ Select the required option and press the OK key to confirm.

Language

This setting enables you to choose a language other than that imposed by the **COUNTRY** setting.

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To select the language:

MENU : 203 - SETUP / GEOGRAPHIC / LANGUAGE

☞ Select the required option and press the OK key to confirm.

Local prefix

This function is used when your fax is installed with a private network, behind an auto branch exchange telephone company. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size** (to be defined),
- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size** (to be defined, for example France has 10 numbers).

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

Caution - If you define a local prefix, do not add it to the numbers stored in the directory: it will be dialled with each number.

Defining the minimal size

MENU : 831 - ADVANCED FUNCTIONS / PREFIX / NUMBER SIZE

☞ You can change the default value for the minimal size of the company's outside numbers and validate with OK. The minimal size will range between 1 and 30.

Defining the local prefix

MENU : 832 - ADVANCED FUNCTIONS / PREFIX / PREFIX SETTING

☞ Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with OK.

Transmission report and deposit notice

You may print a **transmission report** for all communications via the telephone network (STN) or a **deposit sheet** for all communications via Internet.

You may choose between more than one criteria for printing reports or deposit sheets:

- **WITH,** a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**, no transmission report, however, your fax notes all transmissions that took place in its log, (refer to paragraph **Logs**, page 5/13)
- **ALWAYS**, a report is printed with each transmission,
- **ON ERROR**, a report is printed only if the transmissions failed or if completely abandonned.

At each transmission report from the memory, a reduced version of the first page is automatically combined.

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To select the report type:

MENU : 241 - SETUP / SEND / SEND REPORT

☞ Select the required option **WITH, WITHOUT, ALWAYS,** or **ON ERROR** and validate your choice with OK.

To select the deposit notice type:

MENU : 944 - INTERNET / SETTINGS / DEPOSIT NOTICE

☞ Select the required option **WITH, WITHOUT, ALWAYS,** or **ON ERROR** and validate your choice with OK.

Economy period

This function allows you to defer a fax transmission to defer a fax transmisison to "off-peak hours" and thus reduce the cost of your communications.

The economy period, giving you a more advantageous rate via the telephone network (at off-peak hours), is preset by default from 6.00 P.M to 8.00 A.M. Nevertheless you may **change this time slot**.

Modifying the economy period

MENU : 243 - SETUP / SEND / ECO PERIOD

☞ Enter the hours of the new economy period and validate your selection with the key OK.

Using the economy period

To transmit in economy period, you just have to press the ECO key instead of the ◇ key. The fax will automatically be transmitted during the economy period.

Document feed types

You may choose the way you want to feed your documents at transmission:

- from **memory**, transmission will take place only after memory storage of the document and dialing. It allows you to recuperate originals more rapidly.
- from the **feeder of the sheet-feed scanner** (refer to paragraph **Positioning the document**, page 5/1), transmission will occur after dialing. It allows transmission of bulky documents (its size may exceed the memory capacity).

To select the way you want to feed your documents :

MENU : 242 - SETUP / SEND / MEMORY SEND.

☞ Select the option **MEMORY** or **FEEDER** and validate your choice with OK.

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BEFORE RECEPTION

Fax answering machine

The Fax answering machine allows you to keep confidential all documents in storage and to avoid always printing them at reception.

The signal "Fax Messages" lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Flashing: Your fax has documents in storage or is in the process of receiving faxes.
- Light off: the answering machine is off.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will be asked this access code for:

- **printing** fax messages found in memory,
- **activate** or **deactivate** the Fax answering machine.

Saving an access code

MENU : 43 - FAX TAD / ANSWER CODE

or

MENU : 256 - SETUP / RECEPTION / ANSWER CODE

☞ Enter the code (4 digits) and validate with the key OK.

Activate or deactivate the answering machine

MENU : 42 - FAX TAD / ACTIVATION

or

MENU : 255 - SETUP / RECEPTION / FAX TAD

☞ Select the required option **WITH** or **WITHOUT** and validate your choice with OK.

☞ If you saved an access code for your Fax answering enter it and validate with OK.

Your Fax answering is either on with the signal light "Fax Messages" on, or off with the signal light "Fax Messages" off.

Print fax messages stored in the memory

MENU : 41 - FAX TAD / PRINT

☞ If you have defined an access code for your fax TAD, enter it and press OK to confirm.

Documents received and stored in the memory are printed.

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable.

If your fax printer is unavailable, you may choose between **two modes** of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,

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• reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode :

MENU : 253 - SETUP / RECEPTION / REC. WITHOUT PAPER

☞ Select the option **WITH PAPER** or **WITHOUT PAPER** and validate your choice with OK.

Remark : The lack of paper is indicated by a beep and a message on the screen.
Then received faxes are stored in memory (icon "Fax messages" flashing) to be printed as soon as you add paper in the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).

To set the number of each document received:

MENU : 254 - SETUP / RECEPTION / NBR OF COPIES

☞ Enter the wanted number of copies and validate with OK.

At each document reception, your fax will print the number of copies requested.

Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.
To do this the initiator fax and the remote fax must both have the relay function.

To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers belonging to the list.

Once the relay is activated by your fax and as soon as the document is received by the remote fax, this document is first printed before relay to all subcribers on the list.

To activate relay from your fax machine:

☞ insert the document to relay (refer to paragraph **Positioning the document**, page 5/1),

☞ select ***MENU 36 - SEND / BROADCAST*** and validate your choice with OK,

☞ enter the remote fax number where you will relay or choose your dialling mode (refer to paragraph **Dialling**, page 5/3) and validate with OK,

☞ enter the relay list number used by the remote fax and press OK,

☞ you may enter the time you wish to transmit the document next to the current time and press OK,

☞ if you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY** press OK,

☞ if you wish, you may enter the number of pages of your document before transmitting,

☞ activate relay by pressing key ◇.

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

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Fax or PC Reception (Option)

MENU : 257 - SETUP / RECEPTION / PC RECEPTION

If you have a PC kit, this menu will enable you to select the machine you wish to receive the documents on:

- fax,
- PC,
- PC if available otherwise the fax.

For more details, please report to the instruction manual provided with this kit.

Fax or PC reception (optional)

TECHNICAL PARAMETERS

Upon arrival your fax has been preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

MENU : 29 - SETUP / TECHNICAL

☞ Select the desired parameter and validate with OK,

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press OK.

Parameter	Setting	Signification
1 - SCANNING MODE	**1 - NORMAL** **2 - FINE** **3 - SFINE** **4 - PHOTO**	Default value of the scan mode resolution for the documents to be transmitted.
2 - SENDING HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages.
3 - TRANSMISS. RATE	**1 - 33600** **2 - 14400** **3 - 12000** **4 - 9600** **5 - 7200** **6 - 4800** **7 - 2400**	Transmission speed for outgoing documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
4 - ECHO PROTECT	**1 - WITH** **2 - WITHOUT**	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - ECHO PROTECT TONE	**1 - WITH** **2 - WITHOUT**	For some long distance calls (satellite), the on-line echo may disturb the call.

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Parameter	Setting	Signification
7 - COM. DISPLAY	**1 - RATE** **2 - PAGE NUMBER**	Choice between transmission speed displayed and number of the page in progress.
8 - STANDBY MODE	**1 - WITHOUT** **2 - DELAY 5 MINUTES** **3 - DELAY 15 MINUTES** **4 - DELAY 30 MINUTES** **5 - STANDBYPERIOD**	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice
10 - RECEPTION HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
11 - RECEPTION RATE	**1 - 33600** **2 - 14400** **3 - 9600** **4 - 4800** **5 - 2400**	Transmission speed for incoming documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
12 - NBR OF RINGS	**2 TO → 9**	Number of rings to automatically start your machine.
20 - CORRECTION MODE	**1 - WITH** **2 - WITHOUT**	ON, this parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.
70 - INTERNET VALID	**6H01 → 21H59**	This menu is used to define the period of time for which **periodical** connections are authorized.
71 - INTERNET ACTIVE	**1 - 7 DAYS A WEEK** **2 - MONDAY TO FRIDAY**	Allows either an automatic 7 day connection or only Monday to Friday, (prevents a weekend connection).
72 - DATA RATE	**1 - 56000** **2 - 33600** **3 - 14400** **4 - 12000** **5 - 9600** **6 - 7200** **7 - 4800** **8 - 2400** **9 - 1200**	Choice of maximum Internet transmission speed. For a quality telephone line (compatible, no echo), communications occur at the maximum speed. However, it may be necessary to restrict the transmission speed for some Internet calls (bad line or bad ISP settings).
73 - IMPROVE E-MAIL	**1 - WITH** **2 - WITHOUT**	On, this parameter lets you automatically register the Internet address of your subscriber fax during a call (if available).

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Parameter	Setting	Signification
74 - ERASE MAILBOX	**1 - WITH**	When the fax receives an e-mail with an attachment and cannot treat it, it erases the message of the ISP MBX, prints and transmits to the message sender, a notice of uncomprehension.
	2 - WITHOUT	At E-mail reception, the fax does not destroy the MBx message, it prints a **notice of uncomprehension** asking you to recuperate this message with your computer equipment. This parameter is useful only if you have PC equipment. The memory capacity is limited, you need to empty your MBX or else new messages may not be received.
75 - TEXT ATTACHMENT	**1 - WITH** **2 - WITHOUT**	Attachment with or without processing, and printing of incoming Internet documents.

LOCAL AREA NETWORK (LAN) SETTINGS (DEPENDING ON MODEL)

Your Internet F@x™ is a new generation machine that will be part of your local network just like a PC. Its built-in local network acccess card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server).

To take advantage of all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

Caution - Although rather simple, network settings sometimes requires a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

LOCAL NETWORK SETTINGS

Automatic configuration

We recommend you to carry out a manual configuration of your Internet F@x™ machine. The automatic configuration of the local network settings may be considered if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

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To automatically configure the local network settings

MENU : 2621 - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

☞ Choose **AUTO** and press OK to confirm. The Internet F@x™ scans the local network for a DHCP or BOOTP server that can assign it its settings dynamically (the message ss. is displayed).

☞ Once the message **SELF-CONF IN PROGR**. has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

Manual configuration

To configure you Internet F@x™ manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network settings manually

MENU : 2621 - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

☞ Choose **MANUAL** and press OK to confirm.

IP address

MENU : 2622 - SETUP / NETWORKS / LOCAL NETWORK / IP ADDRESS

☞ Enter the IP address of your Internet F@x™ and press OK to confirm.

Sub-network mask

MENU : 2623 - SETUP / NETWORKS / LOCAL NETWORK / SUBNET MASK

☞ Enter the sub-network mask of your Internet F@x™ and press OK to confirm.

Gateway address

MENU : 2624 - SETUP / NETWORKS / LOCAL NETWORK / GATEWAY

☞ Enter the IP address of the newtork gateway and press OK to confirm.

IEEE address (or Ethernet address)

MENU : 2625 - SETUP / NETWORKS / LOCAL NETWORK / IEEE ADDRESS

The Ethernet card of your Internet F@x™ already has an umodifiable, yet consultable, IEEE address.

Netbios names

These names, which can be used with the network options, are used to identify your Internet F@x™ machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1"

MENU : 2626 - SETUP / NETWORKS / LOCAL NETWORK /NETBIOS NAME 1

MENU : 2627 - SETUP / NETWORKS / LOCAL NETWORK /NETBIOS NAME 2

☞ Enter the selected name (15 characters max) and press OK to confirm.

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MAIL SERVICE AND THE INTERNET

Your F@x™ Internet lets you send and receive documents and E-mails from subscribers throughout the world via the Internet network.
An E-mail is an electronic message sent by the Internet, to an E-mail address (which is a personal Internet mailbox).
Access to the Internet is possible thanks to an Internet service provider (ISP). The provider puts at your disposal a server or computer system which allows you to connect to the Internet and your mailbox through your telephone line.

Before worldwide transmission, you must:

- subscribe to an Internet service provider (ISP),
- check that all **initialisation parameters** correspond to those provided by your ISP,
- perform the proper **settings**, if needed**,** for the Internet connection.

You may then **connect** yourself to the Internet via your ISP **to send and receive** fax-Internet or E-mails. Both operations will be performed during an Internet connection.

INTERNET REGISTRATION

Your machine is delivered ready to use and preset with an Internet registration and ISP.

To take advantage of this offer and create your own E-mail address, all you have to do is **return the registration form**:

☞ complete the Internet registration form provided with your machine,

☞ insert this form in the feeder (as for a document transmission),

☞ select ***MENU : 991 - INTERNET / SUBSCRIPTION / REGISTERING***
Sending your registration form (to ISP), is automatic.

Your ISP will provide you with the initialisation parameters to ensure a proper identification with the Internet.

When you receive your Internet address you may enter it by using ***MENU***: ***992 - INTERNET / SUBSCRIPTION / NEW E-MAIL ADDR.***

INITIALISATION PARAMETERS

You must **define** or **at least check** all the parameters needed to identity yourself with the Internet Your ISP will provide you with these parameters as soon as you are registered with them.

The parameters are divided into 3 categories:

- **connection,** allows you to identify dial up number, identifier and password (hidden on screen),
- **E-mail address**, allows you to identify your personal mailbox, password and E-mail address,
- **server**, allows you to identify IP address of Internet SMTP providers (send) and POP3

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(MBX reception) and the address of DNS PRIMARY and DNS SECONDARY providers. The server address is made up of 4 groups of 3 digits maximum separated by dots.

If the ISP is **OTHER**, the parameters are automatically given after the connection and mailbox parameters.

Access to connection and mailbox parameters

MENU : 91 - INTERNET / PROVIDER

☞ select the Internet provider in the list **NO ACCESS**, **PROVIDER_1,** or **OTHER** (for providers not in the list) or **LOCAL NETWORK**, and press OK.
Choosing **NO ACCESS** disables access to Internet functions.

MENU : 921 - INTERNET / INIT / CONNECTION

☞ enter the **CALLING NUMBER.**, press OK,

☞ enter connection **IDENTIFIER**[1], press OK,

☞ enter connection **PASSWORD**, press OK,

MENU : 922 - INTERNET / INIT / MESS. SERVICE

☞ enter Email **IDENTIFIER**, press OK,

☞ enter Email **PASSWORD**, press OK,

☞ enter **E-MAIL ADDRESS**, press OK.

Access to servers parameters

MENU : 923 - INTERNET / INIT / SERVERS

☞ enter **SMTP** Server**,** press OK,

☞ enter **POP3** Server**,** press OK,

☞ enter **PRIMARY DNS**, press OK,

☞ enter **SECONDARY DNS**, press OK,

SETTINGS

The settings are divided into several categories.

- the **standard settings** define the connection type and frequence to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received,

1. If the identifier has more than 16 characters, the text will automatically slide over to the left.

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Standard settings

Your machine has two types of settings:

- **Connection type and frequency** to your ISP.

DURING SET TIMES	an Internet connection is established every day at 09h00, 12h30 and 17h00[a] (default values)
PERIODIC	an Internet connection is established every 3 hours[a.] (default value)
ON DEMAND	an Internet connection is established at your request by **IMMED. ACCESS**

a. To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes give or take around the requested time.

- **Type of transmission** via the Internet.

IMMEDIATE	document transmission will occur immediately at each transmission request
DURING CONNECTIONS	transmissions will only occur at programmed connections **DURING SET TIMES** or **PERIODIC**

At any moment you may **print** the settings of your machine to know their status.

Access to choice of connection

MENU : 941 - INTERNET / SETTINGS / CONNECT. TYPE

☞ select one of the connection options **DURING SET TIMES**, **PERIODIC** or **ON DEMAND** press OK.

Modify standard connection times on set times

MENU : 943 - INTERNET / SETTINGS / SET TIMES

☞ having selected the **DURING SET TIMES** mode, choose the time to either modify or cancel,

☞ press keys # or ▲ or ▼ to cancel the time,

☞ enter the new connection time with the numeric keypad and press OK.

An Internet connection is established every day at 9:00, 12:00 and 17:00 (default values).

Modify periodic connection period

MENU : 943 - INTERNET / SETTINGS / PERIOD

☞ having selected the **PERIODIC** mode, enter to new connection period with the numeric keypad (value between 00h01 and 23h59) and press OK.

An internet connection is established every three hours (default value).

Access to transmission type selection

MENU : 942 - INTERNET / SETTINGS / TX TYPE

☞ Select one of the options **IMMEDIATE** or **DURING** connections and press OK to confirm.

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Access to print the Internet settings

MENU : 945 - INTERNET / SETTINGS / PRINT

The Internet settings are printed.

These settings may also be printed with the machine's other settings (refer to paragraph **Printing the machine settings**, page 5/14).

Mail sorting

This function lets you choose the treatment mode for all Internet documents stored in your mail box.

You have three choices,

- **F@X ONLY**, lets you poll and print E-mails in your machine.
- **PC ONLY**, lets you keep your E-mails in your mailbox for later use with a computer (no E-mail poll),
- **SHARE PC** lets you:
  - if PC and fax have two different addresses, transfer all mail or only those with attachments to a PC,
  - if PC and fax share the same address, use the fax as a printer for E-mails for the PC.

Mode only F@x

MENU : 96 - INTERNET / SORT MESSAGES

☞ select option **F@X ONLY** press OK.

All E-mails are polled and printed.

Mode only PC

MENU : 96 - INTERNET / SORT MESSAGES

☞ select option **PC ONLY** press OK.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in your mailbox is displayed on the screen.

Mode share PC

MENU : 96 - INTERNET / SORT MESSAGES

☞ select option **SHARE PC,** press OK.

You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-mails to a PC:

☞ select option ***WHITH PC TRANS.*** and press OK,

☞ enter the E-mail address of the computer you wish to transfer your E-mails press OK,

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☞ select your option from the table below and press OK.

Menu	Description
SEND ALL MAILS	All E-mails are sent to the PC.
UNUSABLE ATTACH.	The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use.

To use the fax as an E-mail printer:

☞ select option ***W/O PC TRANS.*** and press OK,

☞ select your option from the table below and validate with OK.

Menu	Description
DELETE MAILS	The E-mails opened and read by the fax (w/o attachment) are erased after fax print.
SAVE MAILS	The E-mails opened and read by the fax are not erased.

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

INTERNET CONNECTION

An Internet connection is made with an ISP. It allows both document sending and reception while connected.

A connection takes place the following way:

- send to one or more of your subcriber's Internet mailbox, all fax-Internet waiting for transmission.
  If your sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or **automatically** depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the **standard settings** of your machine.

Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

Access by the Menu,

MENU : 93 - INTERNET / IMMED. ACCESS

Direct access,

☞ Press twice on key @.

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Programmed connection

An automatic connection to the Internet depends on how your machine is programmed and more particularly on the standard settings. (refer to paragraph **Standard settings**, page 3/13).

DEACTIVATE THE INTERNET FUNCTION

If you do not wish to use the Internet functions:

MENU : 91 - INTERNET / PROVIDER

- Select **NO ACCESS** in the ISP list and validate with OK.

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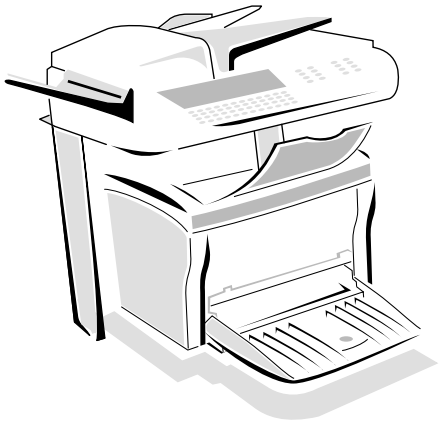
4 DIRECTORY



Your fax lets you create a directory by memorizing **subscriber records** and **subscriber lists**.

- Your machine can store up to **250 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **32 subscriber lists**. A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- create,
- consult,
- modify contents,
- delete,
- print the directory.

You may save and if needed load your directory. To proceed, you need to contact your distributor and purchase the optional kit "Save". This gives you access to functions ***161*** and ***162***. refer to paragraph **Functions list**, page 2/4

CREATING SUBSCRIBER RECORDS

For each subscriber record you are not required to fill in each line, **only name**, **tel** or **E-Mail** address are **required**:

- **NAME** of your subscriber,
- **TEL**, and fax number of your subscriber,
- **E-MAIL** address, example : jones@address.com,
- record **NUMBER ASSIGNED**, this number is automatically assigned by the fax, it allows quick access to the answering machine,
- **RATE**, for each subscriber you may choose your fax transmission speed. The available rates are

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2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. With a good telephone connection, well adapted and without echo, the appropriate rate is the highest one,

If your subscriber number has both **TEL** and **E-MAIL** listed, the validation key (◇ **or** @) will determine if the document will be sent **via the telephone network or via Internet**.

ADDING A RECORD

MENU : 11 - DIRECTORY / ADD NAME

☞ Your fax has just created a new record, fill in by first entering your subscriber's name then validate with OK.

Remark : You can stop record creation at any time by pressing ▽.

☞ enter fax[1] number of your subscriber,

☞ enter the E-Mail address of your subscriber,

☞ your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with OK,

☞ select the appropriate fax transmission speed then validate with OK,.

Menu	Procedure
ASSOCIATEDW. ASSOC. KEY	☞ enter a free letter as an associated key or select one letter displayed on the screen then, validate with OK.

☞ If need be, select the appropriate transmission speed to send your correspondents faxes, and confirm your choice by pressing the OK key.

CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list,
- **NUMBER ASSIGNED**, this number is automatically assigned by the fax. It allows quick access to the answering machine,
- **LIST COMPOSITION**, it lists the ID numbers assigned to the subscriber records included in the list ,
- **LIST NUMBER**, a number lets you identify the list filed under (L).

A list may include both fax and internet subscribers.

The same subscriber may be included in different lists.

1. If your unit is connected to a private autoswitch PABX, you may need to insert a pause for dial tone (symbolized by the sigh / in the number) **except** if a local prefix is already programmed (see § Local Prefix)

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Caution - It is impossible to add one subscriber list to another subscriber list.

ADDING A LIST

MENU : 12 - DIRECTORY / ADD LIST

☞ your fax machine has just created a new list, fill in by first entering the name of this list then validate with OK,

Remark : You can stop list or record creation at any time by pressing ⓥ.

☞ your subscriber list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with OK.

☞ The cursor being on ***LIST COMPOSITION***, press the ▸ key.

The empty line **ENTER ELEMENTS** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

☞ There are three ways detailled in the table below, to choose and add one or more subscribers to your list. Then validate your choice by pressing OK.

From ...	Procedure
subscriber's name	☞ with the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.
subscriber ID number	☞ enter directly the subscriber's ID number.
subscriber directory	☞ press key 🕮 then select your subscriber.

☞ for every subscriber included in this list repeat the above step then validate with OK,

☞ the list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with OK.

ADDING OR DELETING A NUMBER FROM THE LIST

MENU : 13 - DIRECTORY / SEE OR MODIFY

☞ select the subscriber list (L) validate your choice with OK,

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☞ Select the ***LIST COMPOSITION*** menu and press the ◀ or ▶ key, in order to display the field **ENTER ELEMENTS**, and add or delete the correspondent as shown in the table hereafter:

To ...	Procedure
add	☞ enter the subscriber ID number you wish to add and validate with OK, ☞ repeat this step for each added subscriber.
delete	☞ place the keys ◀ or ▶, on the number you wish to delete, ☞ press key C to delete the number assigned to the list, ☞ repeat these 2 steps for each subscriber you wish to delete from the list.

☞ Validate the new list by pressing key ⓘ.

CONSULTING A RECORD OR LIST

☞ Press key 🕮,

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

MENU : 13 - DIRECTORY / SEE OR MODIFY

The directory appears in alphabetical order.

☞ select the subscriber record or subscriber list (L) you wish to modify and valildate with OK,

☞ modify the line or lines in the subscriber record or subscriber list and validate each modification with OK.

Remark : You may validate your modification by pressing key ⓘ, but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

MENU : 14 - DIRECTORY / CANCEL

The directory appears in alphabetical order.

☞ select the subscriber record or subscribers list (L) you wish to delete and validate with OK.

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☞ Press again the OK key to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing subscriber record or subscribers lists.

To print the directory,

MENU : 15 - DIRECTORY / PRINT

The directory is printed in alphabetical order.

IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 250 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

Caution - Importing a new directory completely overwrites any existing directory entries.

THE FILE STRUCTURE

Le fichier informatique contenant les informations du répertoire doit comprendre cinq champs par ligne, séparés du suivant par un signe unique dans tout le fichier (une tabulation, une virgule ou un point-virgule). Chaque ligne est séparée de la suivante par un retour chariot.

Fields	Contents
Name	A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.
Fax number	Your contact's fax number, without spaces or dots. Can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance in the case of contacts to whom you only send e-mails and never faxes.
e-mail address	Your contact's e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank.

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Shortcut key	A capital letter (A to Z), unique in the directory, which is associated with a specific contact and enables quick selection of the latter. As with the two previous fields, this field can be left blank.
Speed	The fax transmit speed over the PSTN. If you do not specify a value, the default speed is the maximum speed. This field may be left blank if all your fax transmissions are handled by a fax server.

Caution - You must enter a value for at least one of the **Fax number** or **e-mail address** fields. To enter a blank line, key in four field separator characters in a row.

For example :

Smith;0123456789;jsmith@isp.co.uk;J;8
Jones;01987654321;;@;8
O'Connor;0123469874;d.oconnor@hello.net;U;8

The speed is coded on a number, see the following board:

Speed	code number
600	7
1200	6
2400	5
4800	4
7200	3
9600	2
12000	1
14400	0
33600	8

Caution - You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for « Jones » lacks both e-mail address and shortcut key.

PROCEDURE

To import a directory,

MENU : 17 - DIRECTORY / IMPORT

☞ Select **WITH** to authorise the importation of a directory.

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☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognised as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.

☞ Create an e-mail addressed to your LAN fax's e-mail address, attach the file to it, and send your message via your mail server.

☞ Your LAN fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically incorporate the attached file into its directory.

☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

Caution - Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

To disable importing,

MENU : 17 - DIRECTORY / IMPORT

☞ Select **WITHOUT** to prevent users from importing a directory.

EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv.**

To export the directory,

MENU : 18 - DIRECTORY / EXPORT

☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (refer to paragraph **Dialling**, page 5/3).

☞ Confirm by pressing OK.

☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

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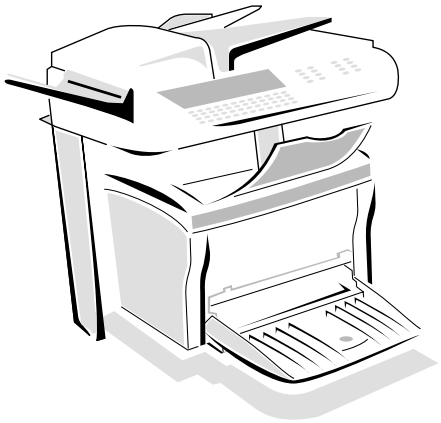
5 OPERATION



SENDING

The faxes sent via the Switched Telephone Network STN are sent from the feeder or the memory.
Documents sent via Internet are first memorized and sent at the time of Internet connection.

POSITIONING THE DOCUMENT

Your fax is composed of a scanner including two modes of reading original documents: the flat-bed scanner (On model 3620 only) and the sheet-feed scanner.
The flat-bed scanner allows scanning bound documents (books, encyclopedia, etc.).

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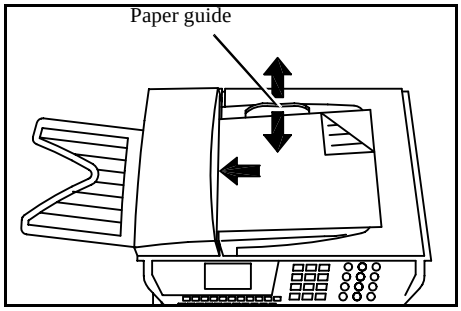
Sheet feed scanner

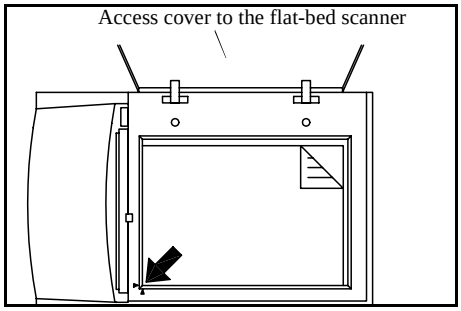


☞ Place your original documents in the document feeder:
- face down,
- first page under the stack.

☞ Set the paper guide to the document width.

☞ Once the operation is over, take your original documents back on the scanned document receptacle.

Flat-bed scanner (On model 3620 only)



Flat-bed scanner top view

☞ Open the access cover of the flat-bed scanner.

☞ Put your original document respecting its origin, scan side facing the machine.

☞ Close the access cover of the flat-bed scanner.

Caution - If you forgot to position the document to be transmitted, the addressee will receive a blank page.

Remark **:** Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

CHOOSING THE RESOLUTION/THE CONTRAST

Resolution

You have 4 test modes for document transmissions.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, symbolized by **Std** at the bottom of the display screen. To be used for good quality documents, without drawings or small details,

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- **Fine** mode, symbolized by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters,
- **Super Fine** mode, symbolized by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings (only if fax reception can process),
- **Photo** mode symbolized by **Photo** at the bottom of the display screen. To be used for photographic documents.

To select the resolution mode:

☞ Press key as many times as necessary to select the required mode and thus place an arrow above the symbol of the chosen mode.

Contrast

You can set the contrast if your document is too light or too dark . If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

☞ Press as many times as necessary to choose the desired contrast. A ■ icon on the screen indicates the selected contrast.

DIALLING

From the directory

Dialling alphabetically

☞ Enter the first letters of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

Assigned number dialling

☞ press key 🕮,
Your fax lists the subscribers records and lists in the Directory in crescent alphabetical order,

then

☞ use keys ▲ or ▼ of the navigator to scroll all subscribers and the list of subscribers for choice, and choose the required subscriber or subscribers list,

or

☞ enter the subscriber's or subscriber list assigned number .
The screen displays the name of the subscriber or subscriber list assigned to this number.

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From the redial key

You may call back a number among the last 10 subscribers fax numbers or Internet previously dialled.

For a fax number (Tel in the Directory)

☞ Press key .
The screen displays the last number called.

☞ Use keys ▲ or ▼ of the navigator to eventually select another number.

For an E-mail address

☞ Press key @ then .
The screen displays the last E-mail address used.

☞ Use keys ▲ or ▼ of the navigator to eventually select another E-mail address.

To multiple call numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the machine is parametered to send from the memory (refer to paragraph **Document feed types**, page 3/4).

☞ enter the fax or E-mail address, or use the Directory or key (refer to above paragraphs),

☞ press key ▶▶ and enter the number of the second subscriber or second subscribers list,

☞ repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber list).

TRANSMISSION VIA THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Immediate transmission

☞ Position the document (refer to paragraph **Positioning the document**, page 5/1)

☞ enter the fax number of your call number or choose your dialling mode (refer to paragraph **Dialling**, page 5/3) then press ◇.
The "Line" icon flashes during the call phase, it stays lit when both faxes are in communication.

☞ at the end of transmission the initial screen is displayed.

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Delayed transmission

This function allows you to transmit a document at a different time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

To delay the transmission time of your document :

☞ Position the document (refer to paragraph **Positioning the document**, page 5/1),

☞ select ***MENU 31 -SEND / TRANSMISSION***,

☞ enter the subscriber number you wish to program at a different time or choose your dialling mode (refer to paragraph **Dialling**, page 5/3) and validate with OK,

☞ next to the current time, enter the new time and validate with OK,

☞ Adjust the contrast and confirm by pressing the OK key.

☞ select the feed type, **FEEDER** or **MEMORY** and validate with OK (refer to paragraph **Document feed types**, page 3/4),

☞ you may enter the number of pages before transmission and validate with OK,

☞ validate postponed transmission by pressing key ◇.

Your document is stored and will be sent at the new time.

Transmission with dialling follow-up

This function allows you to hear, thanks to the machine speaker, the dialling operation during a fax transmission. In that case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- to hear if the subscriber's fax is engaged and so, choose the moment when the line is clear to launch the document transmission,
- to control the communication progress in case of uncertain numbers, etc.

To take the phone line manually:

☞ Place the document in the fax feeder.

☞ Press 🔊 [1].

☞ If necessary, set the sound level with navigator ▲ or ▼ keys.

☞ If not already done, enter the subscriber number (or refer to paragraph **From the redial key**, page 5/4 to call back the last subscriber).

As soon as you hear the remote fax tone, the line is clear and you can launch the transmission.

☞ Press ◇ to launch the document transmission.

If your machine is set in order to print a transmission report (refer to paragraph **Main settings**, page 3/1), for this one, the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

1. To call back one of the last ten subscribers, press ◯● before pressing this key.

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TRANSMISSION VIA THE INTERNET

Sending a paper fax to an E-Mail address

☞ Position the document (refer to paragraph **Positioning the document**, page 5/1)

☞ press the @ key and enter the addressee's E-mail address,
or choose your dialling mode (refer to paragraph **Dialling**, page 5/3).

☞ adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/the contrast**, page 5/2).

☞ press the @ key.
The document is scanned and memorized, it will be sent at the time of Internet connection.

If your subscriber is equipped with a PC, he will receive an E-mail with your fax as an attachment in the TIFF format.

If your subscriber has a fax internet, he will receive a paper fax.

Sending a keyed-in message to an E-Mail address

You can send a keyed-in message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

Access by the menu.

MENU : *95 - INTERNET / SEND E-MAIL*

Direct access.

☞ Press key @.

Then, to send to E-mail address.

☞ Enter the addressee's E-mail address or choose your dialling mode, (refer to paragraph **Dialling**, page 5/3),

☞ Enter the address of someone you want to receive a copy of the document (CC:),as appropriate,

☞ Enter the object for the mail (80 characters max.) and press OK,

☞ Enter the text with the alphabetical keypad (100 lines of 80 characters) and validate with OK.

For this operation, you will get a true editor:

- for the **capital letters**, use key Shift (key ⇧) or key Caps lock (key ⇪),
- to **move**, use keys of the navigator,
- to **erase a character** on the right of the cursor (without moving the cursor), use the key C,
- to **erase a character** (moving the cursor to the left), use the ← key,
- to **insert text**, use key **i**,
- to **insert a line**, use key F1,
- to **cut** a text or a word, use key F2,
- to **copy** a text or a word, use key F3,

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- to **paste** a text or a word, use key F4,
- to **move** in the text from one word to another, press key CTRL and one of the keys of the navigator.
- to **go** to the next line, use key ↵.

Then, you can choose between two options:

☞ Send directly the keypad mail. Press OK ; the mail is memorized and will be sent at the next Internet connection.
Your subscriber will receive an E-mail.

☞ Add an attachment (scanned document) to your mail:

- Place the document to be attached in the sheet-feed scanner (face down, first page under the stack) or on the flat-bed scanner (On model 3620 only) (scan side facing the machine).
- Press key 📎 :
- If needed, set the contrast with keys ◀ or ▶ and validate with OK.

The document is scanned and the mail is memorized. They will be sent at the next Internet connection.
Your subscriber will receive an E-mail with an attached document.

TRANSMISSION WAITING QUEUES

This function lets you obtain a recap of all documents in queue, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
  Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:
  - TX: transmission,
  - DOC: in deposit,
  - POL: polling,
  - REL: retrieval,
  - MBX: send to mailbox,
  - PMB: mailbox polling,
  - TR: ongoing commands,
  - CNX: Internet connection,
  - NET: Internet transmission.
- **immediately perform** a transmission from the waiting queue,
- **print a document** in storage, waiting to be transmitted or in deposit,
- **print the waiting queue**, to have the status of each document in queue, by either:
  - queue order number,
  - document name or number,
  - time forecasted for transmission (fax),

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- operation type regarding the document: transmission from the memory, delayed transmission, deposit,
- number of pages of the document,
- document size (percentage of space stored in memory).

• **cancel** a transmission request in the waiting queue.

Consult or modify the waiting queue

***MENU :** 62 - COMMANDS / SEE OR MODIFY*

☞ in the waiting queue select the required document and validate your choice with OK,

☞ you may now modify the parameters of the given document then validate your modifications by pressing key ◇.

Immediately perform transmission from the waiting queue

***MENU :** 61 - COMMANDS / PERFORM*

☞ select the document in the waiting queue and validate your choice with OK or ◇ to immediateley perform the selected transmission.

Printing a document in waiting or in deposit

***MENU :** 64 - COMMANDS / PRINT*

☞ in the waiting queue select the desired document and validate your choice with OK.

Print the waiting queue

***MENU :** 65 - COMMANDS / PRINT LIST*

The recap document called ** COMMAND LIST ** is printed.

Deleting a transmission on hold

***MENU :** 63 - COMMANDS / CANCEL*

☞ in the waiting queue select the desired document and validate your choice with OK.

CANCELLING TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi call number.

- For a single call number from the memory, the document is erased from the memory.
- For a multi call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

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To cancel transmission in progress,

☞ press key ▽.

A message will ask you to confirm cancellation by pressing a second time on key ▽, appears on the screen.

☞ press key ▽ to confirm cancellation in progress.

If your machine is set to print a transmission report (refer to paragraph **Transmission report and deposit notice**, page 3/3), it will print that the communication was cancelled by the user.

RECEPTION

Document reception **via Internet** is automatic at each Internet connection.

Reception of all documents **via the telephone line** is done one at a time at fax reception.

RECEPTION VIA THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Fax reception depends on the parameter settings of your machine:

RECEPTION VIA THE INTERNET

Whatever the document received, reception is automatic at each Internet connection.

You can receive black and white documents.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your fax. However, you may keep this (or these) document(s) in your Internet mailbox until it is automatically converted by the F@x to Fax service, if you have a subscription or until computer use or automatic transfer. (Refer to chapter **Mail sorting**, page 3/14).

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COPYING

Your fax offers to print out one or many copies of one or more pages.

LOCAL COPY

Standard copy

☞ Positon the document face down (refer to paragraph **Positioning the document**, page 5/1)

☞ Press key ◇ twice or .

"Sophisticated" copy

☞ Positon the document face down (refer to paragraph **Positioning the document**, page 5/1)

☞ Press key ◇ or .

☞ Enter the desired number of copies and press OK to validate.

☞ Choose the **FAST**, **QUALITY** or **PHOTO** resolution with keys ◀ or ▶, then press OK to validate.

☞ Set the desired zoom value 25 % to 400 % with keys ◀ or ▶ and the numerical keypad, then press OK to validate.

☞ Set the required origin values with keys ◀ or ▶ the numerical keypad and press OK to validate.

☞ Set the required contrast value with keys ◀ or ▶ and press OK to validate.

☞ Set the required brightness value with keys ◀ or ▶ and press OK to validate.

☞ Choose the type of paper, **NORMAL**, **THICK** with keys ◀ or ▶ and press OK to validate.

☞ Choose the paper tray, **AUTOMATIC**, **UPPER** or **LOWER** with keys ◀ or ▶ and press OK to validate.

SPECIFIC SETTINGS FOR THE COPY

When the copy quality is no longer staisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 6/15

Moreover, a high number of controls let you improve the copy quality.

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Setting parameters for for the scanner(s)[1].

Each of the two scanners may be set separately.

- **RESOLUTION** to set the photocopy resolution,
- **ZOOM** and **ORIGIN** settings to reduce or magnify any portion of a document by choosing the origin and value of the zoom to apply to that portion.
- **CONTRAST** to choose the photocopy contrast.
- **BRIGHTNESS** is used to make your original document lighter or darker.
- **L/R MARGINS** to shift the margins of your original document to the left or to the right.

Setting parameters for the printer.

- **BRIGHTNESS** is used to choose the copy quality on the printer.
- **PAPER** is used to tell your machine what type of paper you use by default.
- **TRAY** is used to tell your machine which paper tray shoud be used by default.
- **L/R MARGINS** to shift the margins of your document to the left or to the right.

Caution - All the settings performed through this menu will become the machine's **default settings**.

To access to the settings

MENU : 87 - ADVANCED FUNCTIONS / SCAN. AND PRINT.

☞ Select the scanner (**CIS SCANNER** for the sheet-feed scanner, **CCD SCANNER**[2] for the flat-bed scanner) or the **PRINTER** to be set and pres Ok to confirm.

☞ use keys ▲ or ▼ of the navigator to scroll the described hereafter settings you want to modify.

Scanner settings

Resolution

☞ Set the desired resolution **FAST**, **QUALITY** or **PHOTO** with keys ◀ or ▶.

☞ Validate your setting by pressing key OK.

Zoom and Origin

Your fax offers you to reduce or magnify a determined part of a document by 25 to 400 %.

☞ Enter the desired zoom value with the numeric keypad (**ZOOMING**).

☞ Validate your setting by pressing key OK.

If you wish, you can change the origin of the flat-bed scanner (by default, this is the front left angle of the scanner window marked with two arrows[3])

By entering new values of X and Y given in mm (X < 210 and Y < 297), you will move the scanned zone as shown on the figure below

1. On model 3620 only
2. On model 3620 only
3. Setting accessible on model 3610, yet the arrows are not visible

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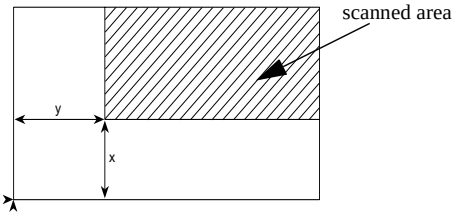

☞ Select the X and Y coordinates with keys ◀ or ▶.

☞ Set the required coordinates with the numeric keypad.

☞ Validate your setting by pressing the OK key.

Contrast

☞ Set the desired contrast with keys ◀ or ▶.

☞ Validate your setting by pressing key OK.

Brightness

☞ Set desired brightness with keys ◀ or ▶.

☞ validate your setting by pressing key OK.

Margins

If you want to shift the side margins of your document to the left or to the right:

☞ Adjust the left / right margin shift (in steps of 0.5 mm) with keys ◀ or ▶.

☞ Validate your setting by pressing key OK.

Printer settings

Brightness

If the printed document still appears too dark after setting the scanner, you can make it lighter.

☞ Set the desired brightness with keys ◀ or ▶.

☞ Validate your setting by pressing OK.

Paper

☞ Select the type of paper **NORMAL** or **THICK** with keys ◀ or ▶.

☞ Validate your setting by pressing key OK.

Remark **:** When the **THICK** type of paper is selcted, the printing speed is slowed down.

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Paper tray

☞ Select the paper tray to be used (**AUTOMATIC, LOWER** or **UPPER**) using keys ◀ or ▶.

☞ Validate your setting by pressing key OK.

Night standby

If you want your printer to automatically switch to standby mode for the selected time slot:

☞ Select **YES** or **NO** for standby with keys ◀ or ▶ (if you chose **NO,** the switching to standby will be automatic all day long).

☞ Validate your setting by pressing key OK.

OTHER FUNCTIONS

LOGS

The incoming and outgoing logs list the last 30 subscribers (ingoing and outgoing) made by your fax.

An automatic print out will take place after every 30 subscribers. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the ingoing or outgoing document,
- subscriber's number or E-mail address,
- transmission mode (Std, Fine, SFine or Photo),
- number of pages sent or received,
- call duration,
- incoming or outgoing results: noted **CORRECT** if properly transmitted
  or
  information codes for special calls (polling, manual subscribers, etc.)
- reason for call error (exemple: your subscriber does not answer).

To print the logs :

MENU : *52 - PRINT / LOGS*

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

The fax function list may be printed in two ways, by the **menu** or by the **key** **i**.

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Printing by the menu:

***MENU :** 51 - PRINT / FUNCTIONS LIST*

Printing with the key:

☞ press the key **i**.

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your fax's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

***MENU :** 54 - PRINT / SETUP*

Your fax prints the list of stored parameters.

MEMORIZING A SEQUENCE OF KEYS

You may memorize a sequence of keys (for example, to send directly a fax to one or multiple subscribers, to call this subscriber or to get access to a specific menu, etc.).

This sequence is registered in one of the keys F1, F2, F3 or F4 (as you want).

Then, by pressing one of these keys, you will execute directly the registered sequence.

To register a sequence (for example, in key F1).

☞ Press key MENU, then F1: you enter in the menus.

From this moment, all the key pressings are memorized in the key F1.

☞ Press key F1 to register the sequence if you are still in the menus. The sequence memorizing is automatic if you have already exited the menu.

Example : to memorize a fax sending to various subscribers in key F1:

☞ Press keys MENU then F1.

☞ Press keys 3 then 1.

☞ Enter the subscriber fax number.

☞ Press key ⏩ and enter the second subscriber fax number or subscribers list.

☞ Repeat this last step for all subscribers or subscribers lists.

☞ Press key F1: the sequence is memorized.

To send a fax directly to your subscribers (key F1 preset):

☞ Press key F1.

☞ Position the document (refer to paragraph **Positioning the document**, page 5/1)

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☞ Press the key ◇.

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

MENU : *84 - ADVANCED FUNCTIONS / COUNTERS*

These counters indicate the number of:

- printed pages,

  MENU : *841 - ADVANCED FUNCTIONS / COUNTERS / PRINTED PAGES*

- local copies,

  MENU : *842 - ADVANCED FUNCTIONS / COUNTERS / LOCAL COPIES*

- transmitted pages,

  MENU : *843 - ADVANCED FUNCTIONS / COUNTERS / SENT PAGES*

- received pages.

  MENU : *844 - ADVANCED FUNCTIONS / COUNTERS / RECEIVED PAGES*

DEPOSIT AND POLLING

You may **deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **POLL** function.

Setting the machine for document deposits,

you must define the type:

- **SIMPLE,** it may be polled only once from the memory or feeder,
- **MULTIPLE,** it may be polled as many times as necessary from the memory

Setting the machine for polled documents,

you must define the poll number, then depending on the type of poll you may:

- launch an **immediate poll**,
- program a **delayed** poll with a chosen time,
- launch a **multipoll**, either immediateley or later.

Place a document in deposit

☞ insert the document to deposit in the feeder,

☞ select ***MENU 33 - SEND / POLLING TX*** and validate with OK,

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☞ choose the type, according to the table below:

Menu	Procedure
SIMPLE	☞ select **FEEDER** or **MEMORY,** ☞ select the black and white mode and validate with OK, ☞ if necessary, adjust the contrast and validate with OK, ☞ enter the number of pages that you wish to deposit,
MULTIPLE	☞ select the black and white mode and validate with OK, ☞ if necessary, adjust the contrast and validate with OK, ☞ enter the number of pages that you wish to deposit,

☞ confirm deposit pressing OK key.

Polling a deposited document

***MENU :** 32 - SEND / POLLING RX*

☞ Enter the number of the party whose document you want to poll or choose your dialling mode (refer to paragraph **Dialling**, page 5/3).

Remark : You can poll several documents using the ⏩ key.

☞ Depending on type of poll you should:

Choice	Procedure
Immediate poll	☞ Press ◇,
Postponed poll	☞ Press OK, ☞ Next to the current time, enter the time you wish to poll the document and press OK,

INTERLOCK

There are three restrictions to the use of your fax:

- Interlocking of received documents printing,refer to paragraph **Fax answering machine**, page 3/5,
- Keypad interlocking,
- Numbers interlocking

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Entering the interlock code

The operator access parameters are condifential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the interlock code

MENU : 821 - ADVANCED FUNCTIONS / LOCK / LOCKING CODE

☞ Enter your four-digit interlock code on the keypad.

☞ Validate by pressing OK.

☞ Confirm the interlock code by entering the code one more time.

☞ Press OK to validate.

Remark : When a code is already registered, the machine asks you first to give the former code before allowing you to modify it.

Keypad interlocking

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu

MENU : 822 - ADVANCED FUNCTIONS / LOCK / LOCK KEYBOARD

☞ Enter the four-digit interlock code with the leypad.

☞ Press key OK to validate.

☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.

☞ Press key OK to validate.

Remark : After each operation, the machine interlocks automatically.

Number interlocking

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option

MENU : 825 - ADVANCED FUNCTIONS / LOCK / LOCK COLOR

☞ Enter the four-digit interlock code with the keypad.

☞ Press key OK to validate.

☞ With keys ▲ or ▼ of the navigator, select the option **DIRECTORY ONLY**.

☞ Press key OK to validate.

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MAIL BOX (MBX FAX)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence thanks to an access code (named code MBX), to all subscribers equipped with a fax compatible to yours.
MBW 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditionned by the **initialisation**, defined by a MBX code (if needed) and a mnenonic (its **S.I.D.)**.

Later you may:

- **modify** the features of an MBX,
- **print the contents** of an MBX, only possible if the MBX contains one or several documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty,
- **delete** an MBX, only if the MBX is initialised and empty,
- **print the MBX fax list**.

You may receive and send through an MBX in complete confidentiality.
In deposit, the MBX are accessible without a MBX code and all documents deposited in an MBX are added to the ones already present.

In polling, the MBX are only accessible with an MBX code.
You may perform MBX deposits or polls by:

- deposit a document in **a fax MBX**,
- transmit to **deposit a document in a remote fax MBX**,
- perform **document poll from a remote fax**

MBX MANAGEMENT

Initialising a MBX

MENU : *71 - MAILBOXES / INITIALISE*

☞ select a free MBX out of the 31 MBX or directly enter the number of a free MBX and validate with OK,

☞ select option **MAILBOX CODE** and press OK.

Value 0000 is always displayed.

☞ enter the code of your choice, if needed, and press OK,

☞ select option **S.I.D.** and press OK,

☞ enter this MBX 's S.I.D. (20 characters max.) and press OK.

The MBX is initialised. If you wish to initialise another, press C and repeat the same procedure.

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☞ To exit this menu *MAILBOXES* press ▽.

Modifying the features of an MBX

***MENU :** 71 - MAILBOXES / INITIALISE*

☞ select one MBX out of the 31 MBX or enter directly the number of this MBX, validate your choice with OK,

☞ enter the code of this MBX, if there is one, and validate with OK,

☞ select the menu **MAILBOX CODE** or **S.I.D.** then validate your choice with OK**,**

☞ perform data modification of the menu and validate with OK,

☞ if needed, repeat the last two steps for the other menu.

Print the contents of an MBX

***MENU :** 73 - MAILBOXES / PRINT*

☞ select one MBX out of the 31 MBX or enter directly the number of this MBX, validate your choice with OK,

☞ enter the code of this MBX, if there is one, and validate with OK.

All documents found in the MBX are printed and the MBX is emptied.

Delete an MBX

Before deleting an MBX, you need to make sure it is empty, by printing its contents.

***MENU :** 74 - MAILBOXES / CANCEL*

☞ select one MBX out of the 31 MBX or enter directly the number of this MBX, validate you choice with OK,

☞ enter the code of this MBX, if there is one, and validate with OK.

The MBX is deleted and will appear as a free MBX in the list.

Print the MBX list

***MENU :** 75 - MAILBOXES / PRINT LIST*

The list gives the status of each MBX.

MBX deposit in your fax

☞ insert the document in the fax machine's feeder,

☞ select ***MENU 72 - MAILBOXES / POLLING TX*** and validate with OK,

☞ select one MBX out of the 31 MBX or enter directly the number of this MBX , validate your choice with OK.

The document is placed in the feeder and saved in the selected MBX.

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MBX deposit in a remote fax

- ☞ insert the document in the fax machine's feeder,
- ☞ select ***MENU 34 - SEND / MBX SENDING*** and validate with OK,
- ☞ enter your subscriber's number for MBX deposit or choose your dialling mode (refer to paragraph **Dialling**, page 5/3) and validate with OK,
- ☞ enter your subscriber's MBX number and press OK,
- ☞ if you wish to delay transmission, enter the new transmission time next to the current time and press OK,
- ☞ if you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press OK,
- ☞ if you wish, you may enter the number of pages of your document before transmitting,
- ☞ validate the transmission request to a remote MBX fax by pressing key ◇.

In case of an immediate transmission, the document is sent immediately.
If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

MENU : 35 - SEND / MBX POLLING

- ☞ enter your subscriber's number for MBX deposit or choose your dialling mode (refer to paragraph **Dialling**, page 5/3) and validate with OK,
- ☞ enter the subscriber MBX number and press OK,
- ☞ enter this MBX access code and press OK,
- ☞ if you wish to delay the poll time, enter the departure time next to the current time,
- ☞ validate the MBX poll request by pressing key ◇.

As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are received in your fax.

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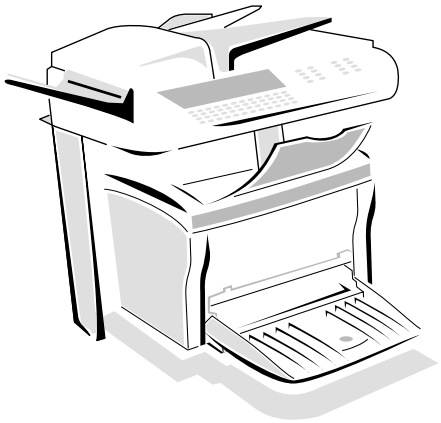
6 MAINTENANCE



MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended to regularly clean the inside.
For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Protect the machine from direct sunlight.
- Do not attempt to oil the machine.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has stayed in the machine to long in the paper tray.

Report to the safety rules in **Safety** chapter at the end of the booklet.

REPLACING THE CONSUMABLES

To access to available percentages:

MENU : 88 - ADVANCED FUNCTIONS / CONSUMABLES

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: Replacing cartridges

Replacing the toner cartridge

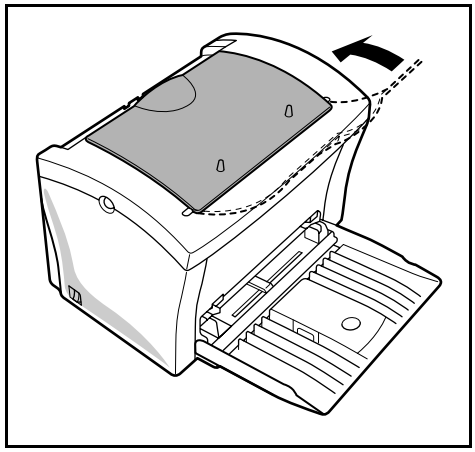
To replace the toner cartridge, proceed as shown below.

When the display shows:

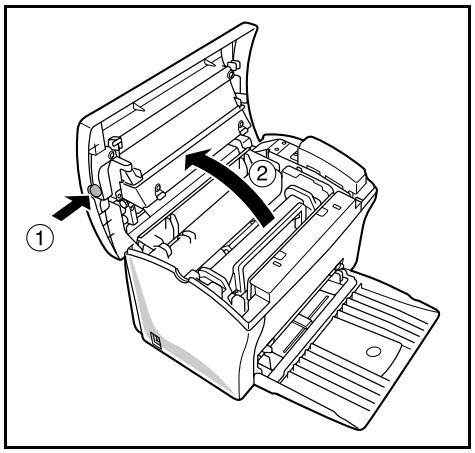
```
CHANGE TONER
<OK> TO CONFIRM
```

☞ 1 - Turn the printer off using the switch located on its left-hand-side.

☞ 2 - Close the bottom tray.



☞ 3 - Press the latch of the top cover to open it.



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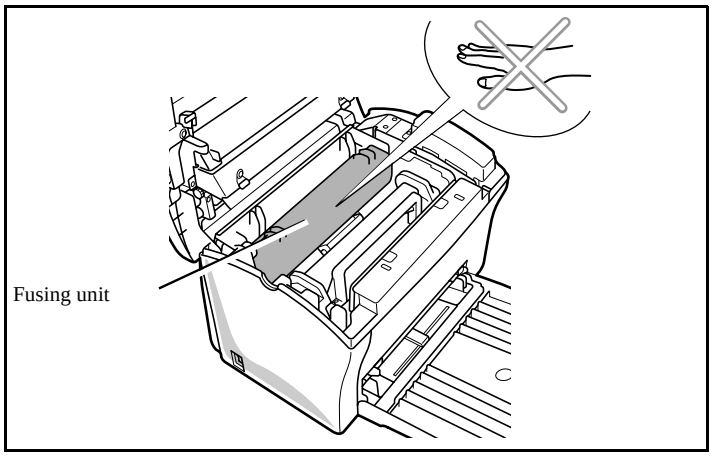
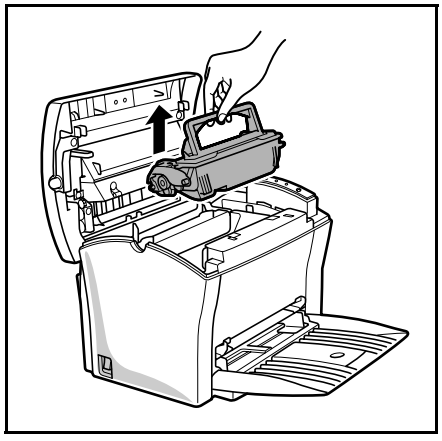
Caution - The fusing unit located inside the printer may become very hot during operation. Avoid any contact with it, or you may injure yourself.



☞ 4 - Remove the old toner cartridge.

Caution - **In order to protect the environment, do not throw away the spent toner cartridge. Please read carefully the form entitled "Recycling spent consumables" enclosed with every new toner cartridge.**



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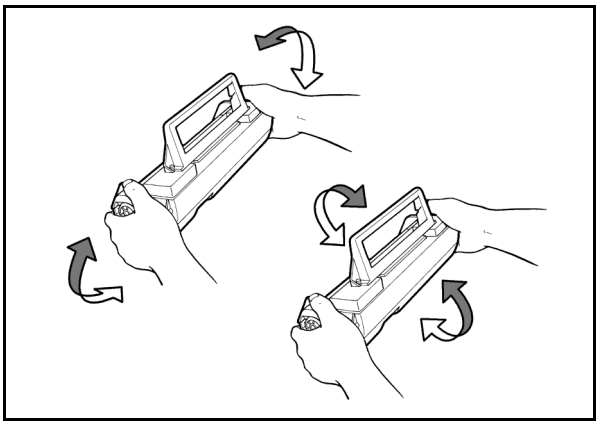
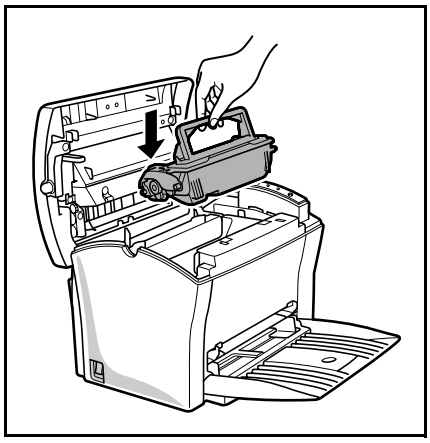
☞ 5 - Remove the new toner cartridge from its box. Hold it firmly with both hands and shake it alternately in the directions shown by the arrows in the diagram below.



☞ 6 - Holding the cartridge by its handle, slide it into the printer. Ensure that the four pins (two on either side) are properly aligned with the grooves in the printer.



Remark **:** Use the colour-coded stickers marked "**2**", which are located both on the toner cartridge and the inside of the printer, for proper positioning. These two stickers should line up while installing the toner cartridge.

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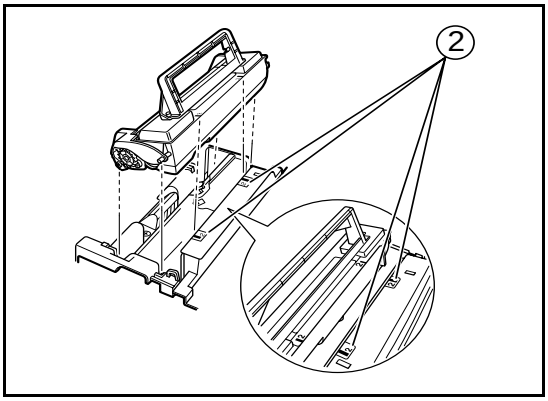
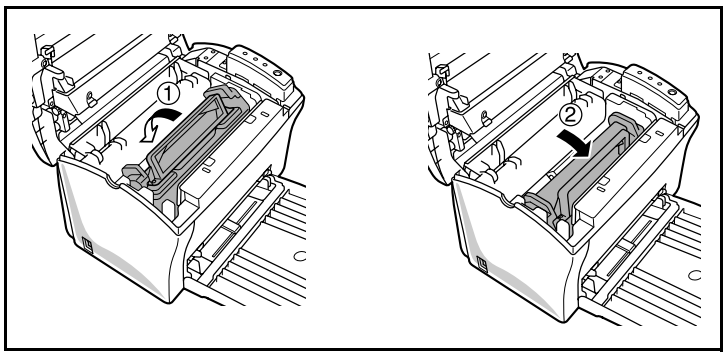
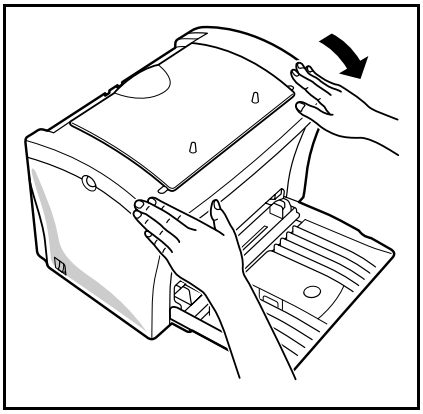


The cartridge will click into position once it is correctly installed.



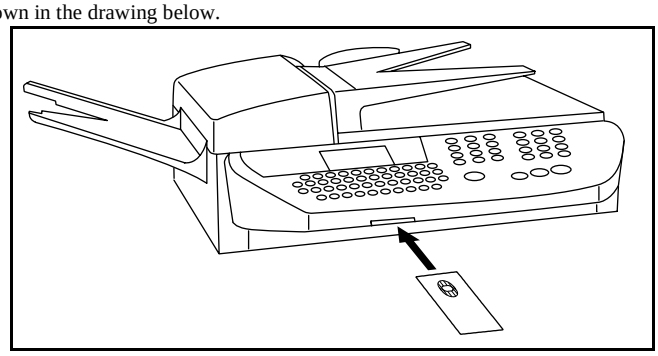
☞ 7 - Shut the top flap by pressing it down gently but firmly until it locks into position. Turn the printer back on using the switch located on its left-hand-side.



☞ **Press** OK **on the scanner keypad. The display shows**:

```
INSERT GAUGE CARD
```

☞ Insert the SmartCard gauge into the appropriate slot ensuring that the chip is oriented as shown in the drawing below.



☞ The display of the scanner keypad shows the following (assuming black toner cartridge):

```
       RENEW
  BLACK (B) TONER?
CONFIRM = OK
CANCEL = C
```

☞ Press OK.

☞ The display shows:

```
     OPERATION
    IN PROGRESS
    PLEASE WAIT
```

☞ Once the SmartCard has been read, the display shows:

```
       RENEW
    BLACK TONER
      RECORDED
    REMOVE CARD
```

☞ Remove the SmartCard.

Caution - if the display shows the following, check that you inserted the SmartCard properly and the right way up:

```
   UNKNOW CARD OR
   WRONG INSERTION

  INSERT IT AGAIN
```

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Replacing the drum cartridge

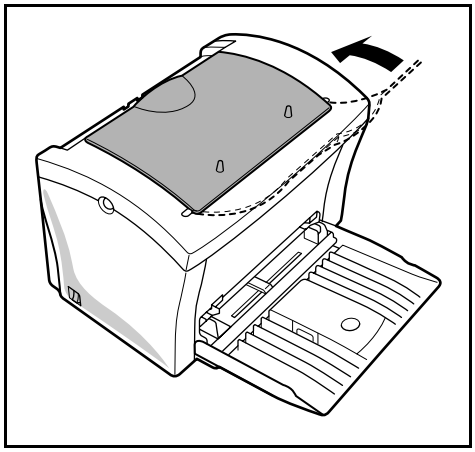
To replace the drum cartridge, proceed as shown below:

When the display shows:

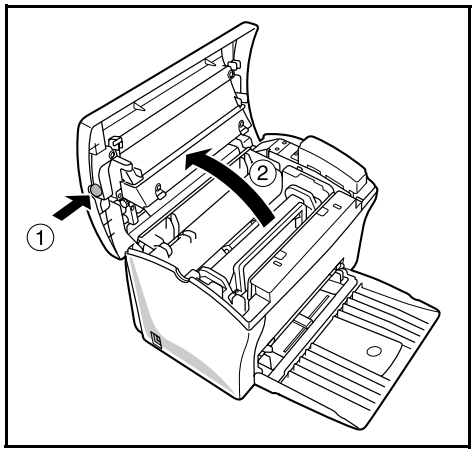
```
CHANGE DRUM
<OK> TO CONFIRM
```

☞ 1- Turn the printer off using the switch located on its left-hand-side.

☞ 2 - Close the bottom tray.



☞ 3 - Press the latch of the top cover to open it.



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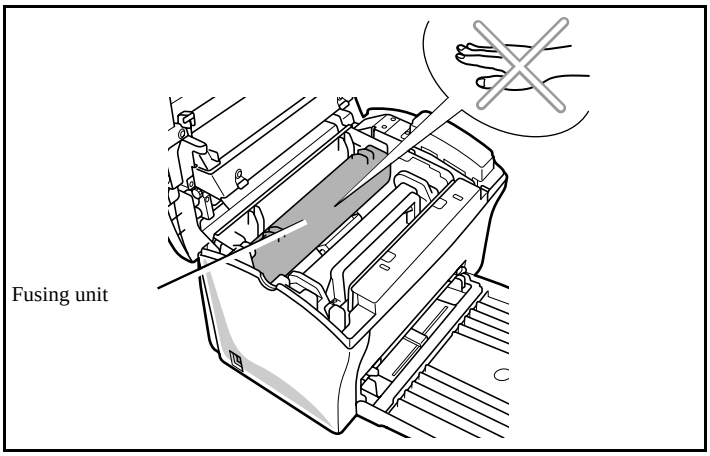
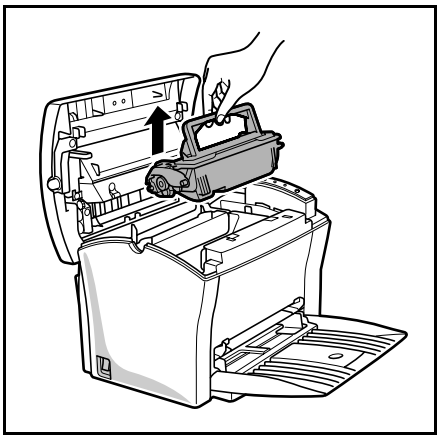
Caution **- the fusing unit** located inside the printer may become very hot during operation. **Avoid any contact with it, or you may injure yourself**.



☞ 4 - The drum cartridge is located underneath the toner cartridge. Remove the toner cartridge from its housing compartment and place it safely out of the way.



☞ 5 - Remove the old drum cartridge, and take the new cartridge out from its cardboard box.

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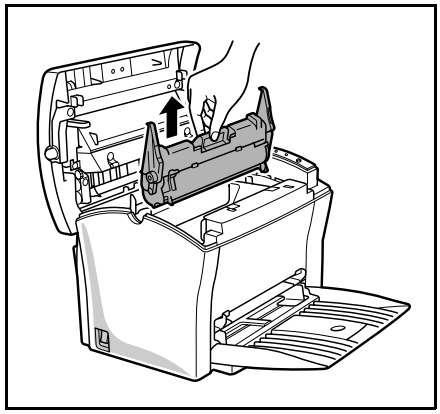
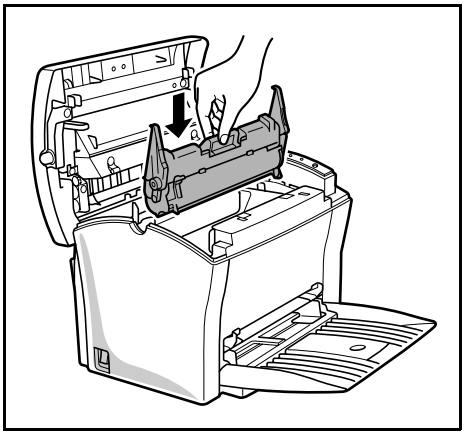
Caution **- Warning: In order to protect the environment, do not throw away the spent drum cartridge. Please read carefully the form entitled "Recycling spent consumables" enclosed with every new drum cartridge**.



☞ 6 - Install the drum cartridge into the printer, ensuring that the pins on the cartridge are aligned with the grooves in the printer.



Remark **:** Use the colour-coded stickers marked "**1**", which are located both on the drum cartridge and the inside of the printer, for proper positioning (the stickers should line up).
Ensure that you insert the drum cartridge as far as possible into the printer

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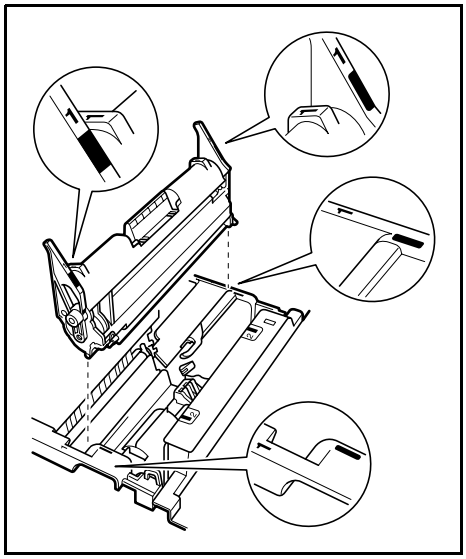
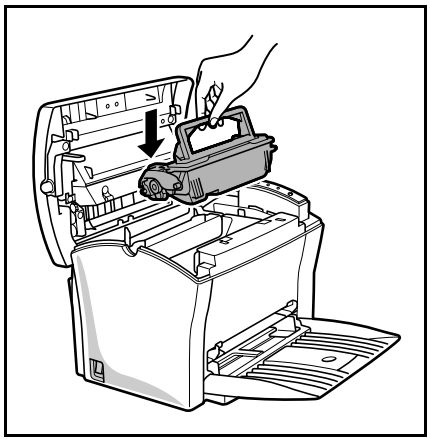
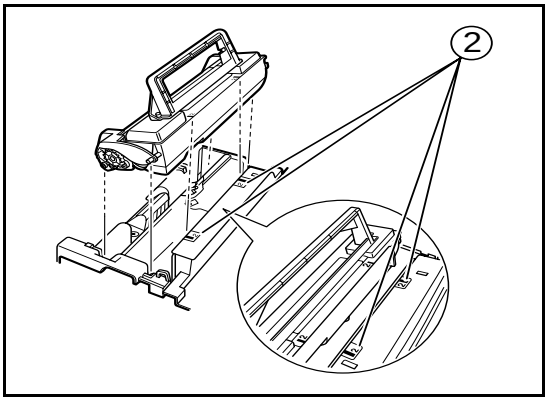


☞ 7 - Holding the toner cartridge by its handle, slide it into the printer.
Ensure that the four pins (two on either side of the cartridge) are properly aligned with the grooves in the printer.

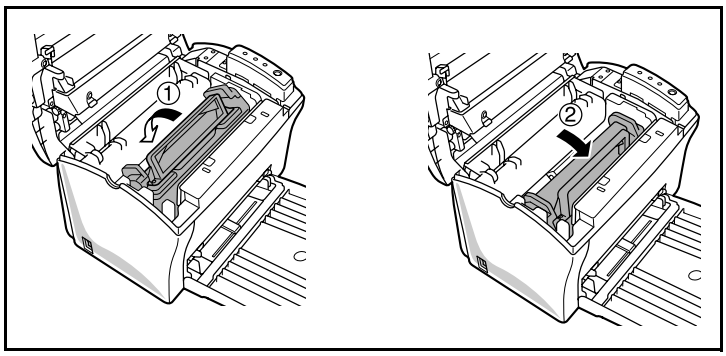


Remark **:** Use the colour-coded stickers marked "**2**", which are located both on the toner cartridge and the inside of the printer, for proper positioning. These two stickers should be aligned while installing the toner cartridge.

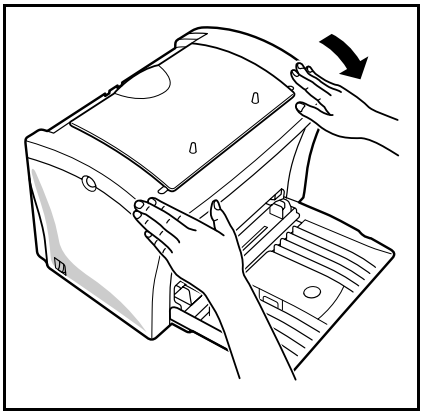
.



The toner cartridge will click into position once it is correctly installed.



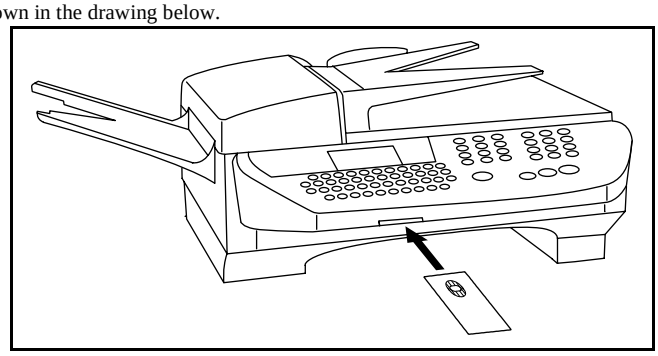
8 - Shut the top flap by pressing it down gently but firmly until it locks into position. Turn the printer back on using the switch located on its left-hand-side.



☞ **Press** OK **on the scanner keypad. The display shows:**

```
INSERT GAUGE CARD
```

☞ Insert the SmartCard gauge into the appropriate slot ensuring that the chip is oriented as shown in the drawing below.



☞ The display of the scanner keypad shows the following (assuming black toner cartridge):

```
      RENEW
      DRUM?
CONFIRM = OK
CANCEL = C
```

☞ Press OK on the scanner keypad.

☞ The display shows:

```
    OPERATION
  IN PROGRESS
  PLEASE WAIT
```

☞ Once the SmartCard has been read, the display shows:

```
      RENEW
      DRUM
    RECORDED
  REMOVE CARD
```

☞ Remove the SmartCard:

Caution - if the display shows the following, check that you inserted the SmartCard properly and the right way up;

```
  UNKNOW CARD OR
 WRONG INSERTION

  INSERT IT AGAIN
```

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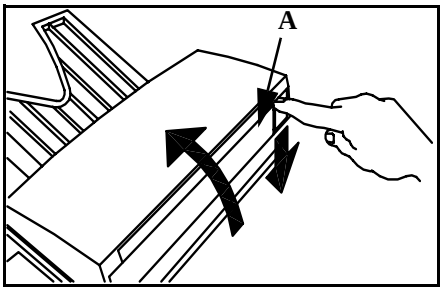
CLEANING

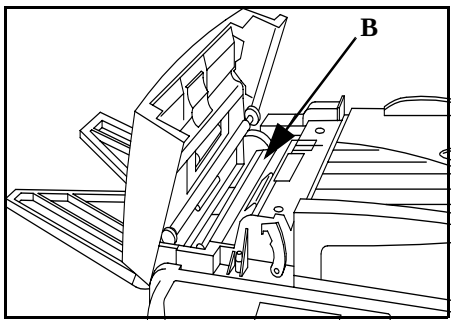
Cleaning the scanner's reading devices

Sheet-feed scanner

When one or more vertical lines appear on transmitted copies or faxes, do the following steps:



☞ Open the scanning cover of the sheet-feed scanner by pressing the open key (A).



☞ Clean the transparent scanning glass (B) with a soft lint-free cloth soaked with alcohol.

☞ Close the scanning cover.

☞ Make a copy in order to make sure that the symptoms are gone.

Flat-bed scanner (model 3620 only)

For an aptimum scanning quality, make sure that the glass of the flat-bed scanner is clean.

Clean the glass with a solt lint-free cloth soaked with alcohol.

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Caution - Use a soft cloth to clean the printer. Never use abrasives or corrosive detergents. The fusing unit can become very hot during operation. Do not touch the area to avoid injury. Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

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Cleaning the outside of the printer

Nettoyer l'extérieur de l'imprimante à l'aide d'un chiffon doux imbibé de détergent ménager neutre.

Cleaning the paper feed roller

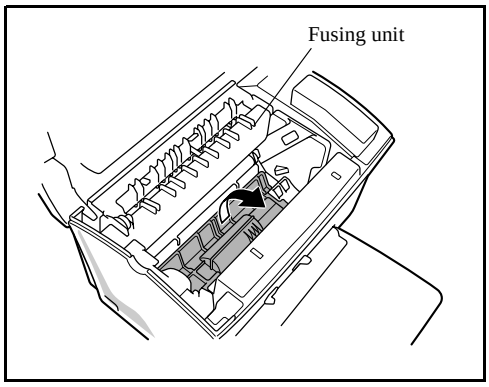
☞ 1- Turn off the printer and unplug the power cord.

☞ 2- Close the face-down tray.

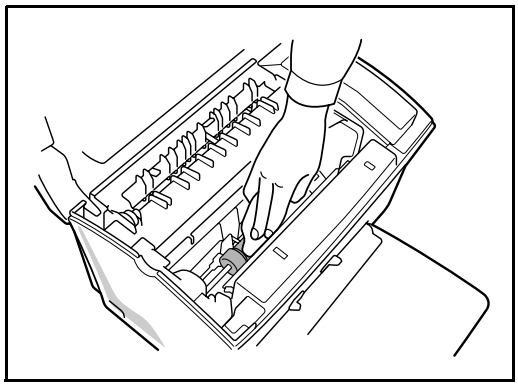
☞ 3- Press the top cover release button and open the top cover.

☞ 4- Remove the toner cartridge and the drum cartridge.

☞ 5- Pull back on the cover that protects the paper feed roller located at the bottom of the printer chamber.



☞ 6- Use a soft cloth to wipe the paper feed roller.



Caution **- The fusing unit** inside the printer can become very hot during operation. Do not touch the area to avoid injury.

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☞ 7- Reinstall the drum cartridge and the toner cartridge. refer to paragraph **: Replacing cartridges**, page 6/2.

☞ 8- Close the top cover and press it down gently but firmly until it locks into place.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

MENU : 80 - ADVANCED FUNCTIONS / CALIBRATION

☞ Insert a blank page into the **sheet-feed scanner** and press OK to confirm.

Remark : Since the page you insert will be used to define the quality of subsequent copies, it must be free from any visible defects.

INCIDENTS

COMMUNICATION ERRORS

If the communication fails, the fax advises you of an automatic retry later.

Example of what is displayed:

```
Current time ------------------------------   FRI 11 SEP 20:13

Time of next try --------------------------   0142685014 20:18
```

Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time,
- restarting the transmisssion immediately by pressing ◇, the document still present,
- abandoning transmission by pressing ▽. To eject the document, press again on ▽.

Transmission from the memory

You have the choice between:

- waiting until the transmission takes place at the given time,
- restarting the transmission using the transmission queue (refer to paragraph **Immediately perform transmission from the waiting queue**, page 5/8) . In this case, for a document

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composed of several pages, the transmission will take place from the page where the error occurred.

- abandoning the transmission by deleting the corresponding command in the transmission line (refer to paragraph **Deleting a transmission on hold**, page 5/8).

The fax machine makes at most 5 automatic redials.

Message **GIVE UP DIALING**:

This message is displayed when transmission failed 12 times in a row. All the documents on hold for transmission are then automatically cleared from the memory of the fax machine. To clear the message **GIVE UP DIALING** from the screen, press ▽.

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer

This code appears after 6 unsatisfactory attempts. Call later.

Code 02 - Burnt number

A number is burnt after 6 unsatisfactory transmission attempts. No recall is possible. You have to validate the subscriber's number a second time: refer to his record in the directory.

Code 03 - User break

A communication has been stopped by the user pressing the key ▽.

Code 04 - Non programmed number

A number saved as a one-touch key or abbreviated number is not valid: check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

Code 05 - Scanning default

An incident occurred at the place where the document is placed to be scanned, for example, the sheet is jammed.

Code 06 - Printer default

An incident occurred in the printer part: no paper, paper jam, opened cover. In the reception mode, this incident appears only if the reception parameter no paper is switched to **WITHOUT PAPER** (refer to paragraph **Reception without paper**, page 3/5).

Code 07 - Disconnected

The link has been cut (bad line). Check the call number.

Code 08 - Quality

The doucment you sent was badly received. Contact your subscriber to know if it must be sent again. The disturbance may have occurred in an unimportant part of the document.

Code 0A - No document to be polled

You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.

Code 0B - Wrong number of pages

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent: check the number of pages in the document.

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Code 0C - Received document error

Ask the subscriber who called you to check the length of his document (it is too long to be completely received).

Code 0D - Transmission failed

Ask the sender to retransmit the document.

Code 13 - Memory full

Your fax can no longer receive since its memory is full: there are too many received unprinted documents or too many documents in the transmission line.
Print the received documents and delete or transmit immediately the documents in the transmission line.

Code 14 - Memory full

Received document memory full. Put the printer back in working order.

Code 15 - Unknown mailbox number

You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.

Code 16 - No Relay Bcst list Nr x

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

Code 17 - Unknown mailbox number

You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.

Code 18 - Relay Bcst impossible

You requested a document relay from a remote fax which does not have the relay broadcast function.

Code 19 - Subscriber has stopped

The communication has been stopped by your subscriber. (Example: a fax wanted to poll your fax but there is no document deposited).

Code 1A - Disconnected

The transmission has not started. The telephone line is too busy.

Code 1B - Transmission failed

During transmission: start again.
During reception: ask your subscriber to resend the document.

Internet codes

Codes 40 and 41 - No answer from provider

The modem cannot connect to the Internet service provider. If the error always occurs, check the supplier's dial-up number.

Code 42 - Cannot acces provider

The service provider refuses the connection, the sercice is temporarily unavailable. if the error always occurs, check the Internet connection parameters.

Code 43 - Transmiss. server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the errors always occurs, check the Internet e-mail and server parameters.

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Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the errors always occurs, check the Internet e-mail and server parameters.

Code 45 - Provider disconnected

The service is temporarily unavailable; try again later.

Code 46 - Trans. server disconnected

The SMTP server for sending mail is disconnected. The service is temporarily unavailable; try again later.

Code 47 - Reception server disconnected

The POP3 server for mail reception is disconnected. The service is temporarily unavailable; try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable; try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the machine.

To check the Internet parameters, print them by pressing in turn the keys MENU, 9, 4, 5 and OK.

PRINTER INCIDENTS

Error messages

If the colour printer has one of the problems described below, the signal "On" flashes red, and you can't use your fax temporarily. The corresponding message is displayed on the screen.

Message	Action
REPLACE BLACK TONER INSERT GAUGE CARD	Replace the toner cartridge. To proceed, refer to paragraph **: Replacing cartridges**, page 6/2.
CLOSE UPPER COVER	Close the upper cover of the printer.
NO PRINTER	Check the printer to scanner connection. (refer to paragraph **Printer connection**, page 1/12).
PAPER EMPTY	Install the paper tray. Fill in the tray with the required format paper.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.

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Message	Action
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the sheet jammed in printing.
PAPER JAM INTERNAL TRAY	Open the cover. Remove the sheet jammed between the tray and the heater.
CHECK PRINTER:XX	Disconnect the terminal and plug it back again. If the problem persists, contact your supplier.

Printer paper jam

Inside the printer

☞ Use the following procedure to remove any sheets of paper jammed inside the printer.

Caution - The fusing unit inside the printer can become very hot during operation. Do not touch the area to avoid injury.

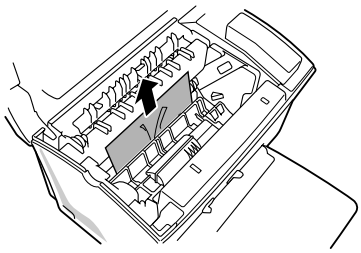
☞ Close the face-down tray.

☞ Press the top cover release button and open the top cover.

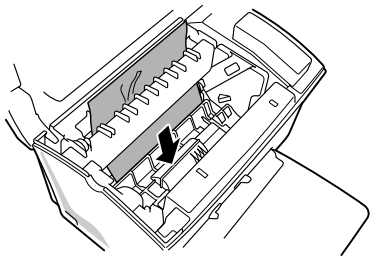
☞ Remove the toner cartridge and the drum cartridge.

☞ Clear the paper misfeed using one of the following procedures depending upon the location of the paper misfeed.

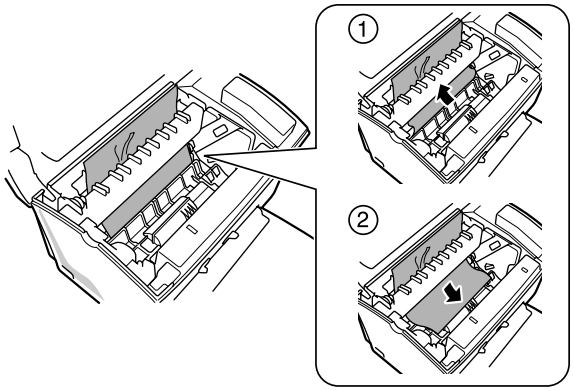
In the vicinity of the drum cartridge



At the fusing unit



Between the drum cartridge and the fusing unit

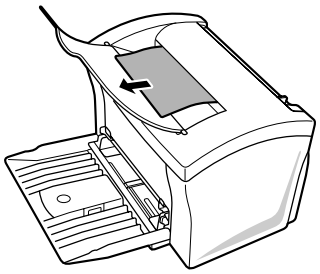


Remark **:** Do not touch the image transfer roller (black roller at the bottom of the printer).

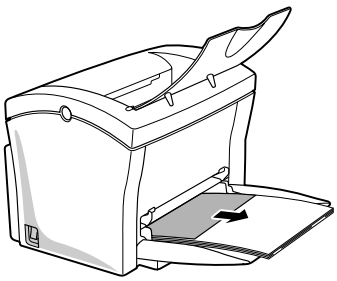
☞ Reinstall the drum cartridge and the toner cartridge (refer to paragraph **: Replacing cartridges**, page 6/2).

☞ Close the top cover and press it down gently but firmly until it locks into place.

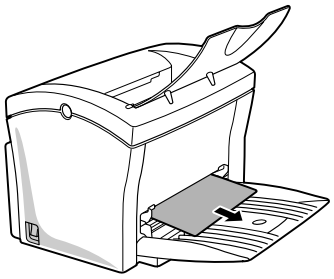
Face down tray



Tray 1



Manual feed tray



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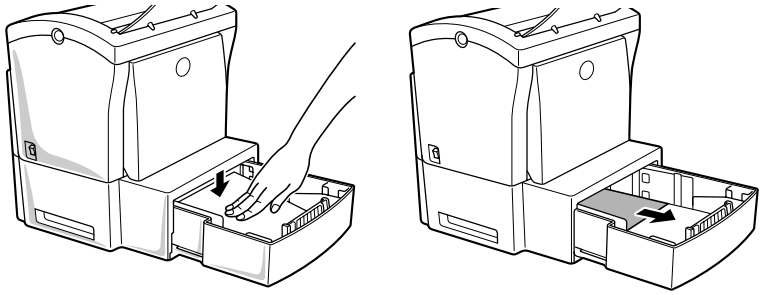
Second paper cassette unit (option)

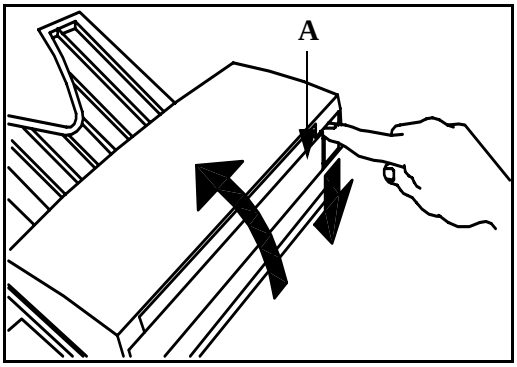


SCANNER INCIDENTS

Sheet-feed scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen **REMOVE DOCUMENT**.

If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.



☞ Open the scanning cover of the sheet-feed scanner by pressing key (A).

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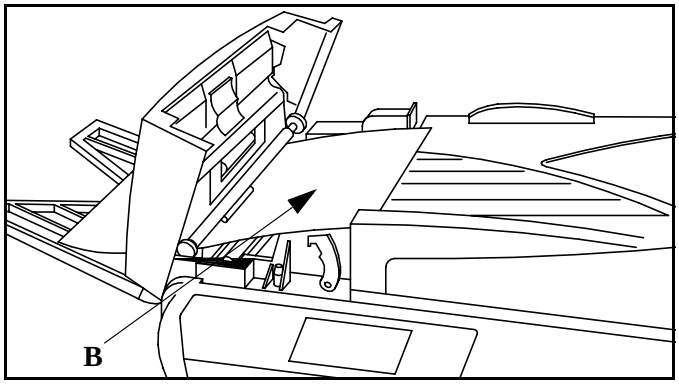

☞ Remove the jammed paper (B) without tearing it up.

☞ Then, close the scanning cover of the sheet-feed scanner.

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The message NO PRINTER is displayed.

Check that the power switch of the printer is in the I (On) position (refer to paragraph **Printer connection**, page 1/12).

The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen and the "On" signal is red.

Remove the document or press key ▽.

Check the thickness of the document (30 sheets of paper of 80 g/m^2).

Iron out the sheets if needed.

Help the sheets along.

The fax machine does not receive any faxes

Check that the telephone line cable is correctly plugged in and that there is a tone signal on the telephone line.

- If the message **NO PRINTER** is displayed on the screen, check if it is switched on, and check that the printer connection cord is correctly plugged into the printer's and fax's jack.

You receive a blank page

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

You cannot send a fax

Check that the telephone line cable is correctly plugged in.

Check tonality by pressing key ″/.

CHARACTERISTICS

Device type: Office fax machine, fast operation with all group 3 devices according to ITU-T recommendations.

UNIT CHARACTERISTICS

Dimensions, not including trays:	**Scanner** W: 495 mm D: 440 mm H: 180 mm Weight: 10 kg **Printer** W: 361 mm D: 283 mm H: 262 mm Weight: 7 kg
Power supply:	220-240 V - 50-60 Hz - 5 A
Power consumption (max values):	30 W (standby) 40 W (operation) (500 W during printing)
Operating temperature:	+10°C to 35°C
Operating humidity :	+20% to 80% RH (non condensing)
Original document size:	Width: 216 mm max. Height: 297 mm Thickness :0.05 mm to 0.15 mm (1 sheet) 0.06 mm to 0.12 mm (several sheets)
Document feeder:	Max. capacity : paper stack height 5 mm (i.e. 50 sheets typically (80g/m^2))
Reception format (A4):	Width : 210 mm Length : 297 mm
Paper reception:	Plain paper (copier type (80g/m^2))
Paper tray capacity:	150 sheets max. (80g/m^2)
Additional tray (optional)	1 additional tray: 500 sheets
Transmission procedures:	In accordance with UIT-T recommendations for group 3 fax machines
Possible phone line connections:	To all Public Switched Telephone Networks (or equivalent)
Scanned image analysis	Sheet-feed scanner : 300 dpi Flat-bed scanner (*) : 600 dpi Printer : 600 x 600 dpi
Reading system:	Optronics reading, CIS (sheet-feed scanner) and CCD(*) (flat-bed scanner)
(*) Model 3620 only	
Print type:	Laser printing on plain paper
Communication rate:	For group 3: 33600/14400/12000/9600/7200/4800/2400 bps

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The effective transmission duration for an A4 page ranges from a few seconds to approx. one minute (depending on the line quality, the modem speed, the quantity of information in the original and the resolution)(*).

(*) Without taking into account the initialisation exchange procedure.

Coding types:	MH (Modified Huffman) MR (Modified Read) MMR (Modified Modified Read)
Internet general specifications:	TCP/IP/PPP protocols SMTP/POP3/MIME protocols for e-mail TIFF-F file format

CONSUMABLE CHARACTERISTICS

Black imaging toner cartridge:	6000 pages approx. (with a max. black/white ratio of 5%) or 10000 pages ITU no. 1 of continuous printing. The imaging cartridge supplied with the printer has a print capacity of approx. 2000 A4 size pages (5%).
Drum cartridge:	20000 pages The drum cartridge supplied with the printer has a print capacity of 2000 pages.

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7 SAFETY

SAFETY WARNING

This unit must not be installed on the floor.

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model).

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning: incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

Used batteries must be disposed of following the manufacturer's instructions.

Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a mains outlet located nearby.
- The mains outlet must remain easily accessible.

Your unit is delivered with a power cord including a plug which, depending on the model, may be:

- without earth (the ⧈ symbol on the warning label).
- with earth (no symbol on the warning label). It is imperative that a power plug with an earth be connected to a wall outlet with an earth.

The European version of this unit includes the CE stamp, following the 73/23/CEE, 89/336/CEE and 93/68/CEE directives.

APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

If the machine is powered when you remove the upper cover, be careful with the two following dangers:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

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CONSUMABLES REFERENCES

Toner cartridge TNR36:	**23660139-1**
Drum cartridge TBR36:	**23660138-3**

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User's Manual

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